



**Agenda Item: Contract**

**Title: Award of Contract between the City of Laramie, Wyoming and Bolton Partners, Inc for Compensation and Staffing Professional Consulting Services**

**Recommended Council MOTION:**

I move that City Council approve a contract between the City of Laramie, Wyoming and Bolton Partners, Inc for compensation study and staffing analysis professional consulting services in the amount of \$110,750 plus a contingency of \$15,000 for a total amount not to exceed \$125,750, and authorize the Mayor and City Clerk to sign.

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**Administrative or Policy Goal:**

**City Goal Resolution 2022-23:**

*Make Sustainable Modifications to compensation that will Strengthen City's Ability to Recruit and Retain Highly Qualified Staff Members and Completed Staffing and Compensation Analysis.*

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**Background:**

Employee compensation and staffing levels have not been analyzed since 2015. To remain competitive in our ability to attract great candidates and retain highly skilled staff members, Human Resources was tasked with engaging a qualified professional to analyze compensation and staffing.

**History to date:**

The extremely tight and competitive labor market, coupled with inflation, is driving rapid wage changes. In Fall 2022, city issued the planned Request for Proposal for professional services to assess regional wage trends and benchmark staffing levels against other similar jurisdictions. Two proposals were received and vetted for their ability to complete the requested scope of work:

1. Provide for a comprehensive evaluation of every job within the City to determine relative worth within the organization for internal equity, gender equity and for the establishment of pay ranges and step progressions within the ranges.
2. Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
3. Establish appropriate bench marking standards and conduct salary surveys as needed for similar positions with comparable state municipalities as required.
4. Identify potential pay compression issues and provide potential solutions.

5. Analyze and recommend changes to the present compensation structure to attain competitive market position for hiring and retention. This recommendation may include recommendations for individual positions as well.
6. Conduct an in-depth analysis of the City's current
  - a. Fire Department staffing and operations; and create a detailed organizational staffing optimization plan.
  - b. All other departments staffing and operations, creating a detailed organizational staffing optimization plan.
7. Compare and analyze the City's current operational staffing needs to industry standards and best practices of other Cities or municipalities of similar size.

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The staffing analysis is intended to assist City officials when making important decisions related to services and programs provided to constituents in future years. The compensation analysis will guide future modifications to overall compensation and the pay plan structure.

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**BUDGET/FISCAL INFORMATION:  
EXPENSE**

This project was approved and budgeted for within the current fiscal budget. The Fire Department Salary Study's part of this contract is \$8,000 and Local 946 should be paying \$4,000 for this portion.

**Responsible Staff:**

Patti Russell, Human Resources Director  
Janine Jordan, City Manager  
Malea Brown, Chief Operating Officer  
Jennifer Wade, Administrative Services Director  
Todd Feezer, Assistant City Manager

**Attachments:**

Contract – Bolton Partners Inc.  
Appendix A – Bolton Proposal  
Appendix B – Questionnaire  
Appendix C – City of Laramie RFP proposal