



## CITY OF WASILLA

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### COUNCIL MEMORANDUM NO. 94-59

From: Mayor Stein  
Date: August 22, 1994  
Subject: Compensation and Classification Study Proposals  
Committee Report/Request to Continue

As authorized by Council, the Administration, with input from employees, has advertised for proposals to conduct a compensation and classification study of City of Wasilla employee positions.

Responses were received from Mercer, Allen, Coopers & Lybrand and Intercorp. Their submittals were reviewed by a committee including supervisors, employees and representatives from the Council: Dave Chappel, Nick Carney, Irl Stambaugh, Nina Zwahlen, Dave Hoyt, Ann Meyers, Larry Bridge and John Stein. The firms selected for individual interviews were Coopers & Lybrand and Intercorp. Interviews with the committee were conducted Friday, August 19.

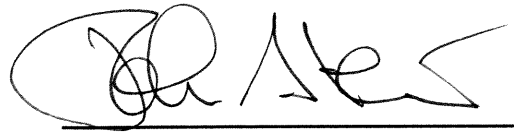
Response to the interviews left the committee with a strong positive impression of Coopers & Lybrand and their project manager, Sally Cabbell. Written checks with client references confirmed Coopers & Lybrand's superior work.

The Coopers & Lybrand proposal estimates 278 work hours from the project manager and three subordinates. The high range cost of consultants time is \$35,500 plus expenses of about \$6,000 for a total project budget of \$41,500.

Cost estimates from other submitters ranged from \$15,000 (Todd Allen) to \$34,000 (Mercer) placing Coopers & Lybrand at the upper end of the scale. Because of the balanced effort proposed for both compensation and classification and for the comprehensive and systematic approach, Coopers & Lybrand was judged by the committee as superior.

Understanding that the costs are substantial, even for other proposers, the committee suggested means to justify the need and expense of the study. First, this would be the first ever such independent and professional look at the City employment plan and would establish a structure and process good for several years in the future. Second, the independent, third-party study of both private and public sector jobs will help resolve issues of over/under compensation and provide a responsible method to bring positions and wages in line. Third, the timing is good in that significant changes have recently occurred in the City staffing levels (police + 11 positions; Public Works + 4 positions) and there is interest in "equity" from employees, public, Council and Administration. Finally, the study, including processes for updating and establishing fair market values of jobs, will provide the City with a management tool good for several years over which costs may be amortized.

The committee respectfully requests Council's authority to continue the selection process including presentation of the recommended firm and introduction of a funding ordinance at the September 6 Council meeting.

A handwritten signature in black ink, appearing to read "John C. Stein", written over a horizontal line.

John C. Stein, Mayor