

## Town of Windsor

### Memorandum

March 10, 2020

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Salary and Compensation Study RFP Results

As you know, the Town issued a Request for Proposals (RFP) from qualified firms to complete a salary and compensation study for the Town. The proposals were due by 5:00 p.m. on Friday February 21<sup>st</sup>. We received two proposals, one from Baker Tilly Virchow Krause, LLP, and one from Gallagher Human Resources & Compensation Consulting practice.

I have reviewed the two proposals and below is a brief overview of my findings.

#### Baker Tilly Virchow Krause, LLP.

Service would be based out of Mechanicsville, VA.

Has done extensive work in the State of Virginia, long history of serving local governments. Has worked with Towns of our size in Virginia. Springstead, now part of Baker Tilly completed the 2008 salary study for the Town. They will provide updated job descriptions as part of their work.

Total proposed cost: \$12,287.

#### Gallagher Human Resources & Compensation Consulting practice

Service would be based out of Richmond, VA.

Only lists one locality in Virginia that they have done work for. This locality as well as the others listed are significantly larger than Windsor. They do not provide updated job descriptions as part of this contract, it is an optional add on.

Total proposed cost: \$22,000-\$23,500.

Based off my review, It is my recommendation that if Council elects to move forward, that Council enter into an agreement with BakerTilly to perform a salary and compensation review

for the Town of Windsor. Attached is a resolution that would appropriate the sum of \$12,500 to cover the cost of the BakerTilly proposal.

This is for Council's discussion and direction.

**Resolution**

A Resolution Appropriating The Sum Of \$12,500 From The Unappropriated Fund Balance Of The General Fund To The 2019-20 General Fund Operating Budget

**WHEREAS**, the Town Council of the Town of Windsor wishes to update its salary and compensation plan to include job descriptions and pay ranges, and;

**WHEREAS**, the Council issued an Request For Proposals (RFP), and;

**WHEREAS**, two proposals were received from interested firms, and Council has determined that BakerTilly to be the most qualified to perform this work for the Town and;

**WHEREAS**, Council must appropriate funds to cover the \$12,287 cost of having this work performed, and;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$12,500 from the Unappropriated Fund Balance of the General Fund, be, and the same hereby is, appropriated to the Professional Services line item in the 2019-20 General Fund Operating Budget:

Section 2. The Town Manager is hereby authorized and directed to continue to do all things necessary to complete this project.

Section 3. This resolution shall be in effect on and after its adoption.

Adopted: March 10, 2020

TESTE:

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Town Clerk