



**Compensation and Benefits Study
Request For Proposals
Questions and Answers – February 23, 2026**

- Q: Can you confirm the number of employees that will be included in the scope of the study?
- A: There are currently 13 full-time employees, plus three full-time vacancies; there is one part-time employee; there are 14 volunteer, paid on call firefighters.
- Q: How many classifications/unique job titles will be part of the study?
- A: There are 16 classifications between the full- and part-time positions. In the Fire Department, there are four officer classifications and one firefighter classification.
- Q: Does the City anticipate the development of new or revised job descriptions?
- A: None anticipated. All descriptions have been revised within the last several years.
- Q: Should the consultant conduct an FLSA analysis for each job classification?
- A: The City does not anticipate a need for this analysis.
- Q: Will job questionnaires or other employee input tools be used for gathering information?
- A: The consultant should recommend the approach that it feels is appropriate to an organization of our size and necessary to complete the project scope.
- Q: Has the City established a budget or anticipated cost range for this project?
- A: It is a matter of public record that the City Council budgeted \$8,500 in the current fiscal year budget.
- Q: Does the City have a preferred project timeline or target completion date?
- A: There is no fixed schedule. The City will award the work to the firm having the combination of price, qualifications, experience, and scheduling most advantageous to the City.