



Legislation Details (With Text)

File #: 16-216 **Version:** 1 **Name:** Class & Comp Springsted
Type: Action Item **Status:** Agenda Ready
File created: 8/23/2016 **In control:** Town Council Meeting
On agenda: 9/12/2016 **Final action:**
Title: Request approval to enter into contract for a Classification and Compensation study with Springsted Incorporated, Mechanicsville, Virginia.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Springsted Proposal 081916, 2. Manassas City Contract, 3. Manassas City RFP for Class and Comp

Date	Ver.	Action By	Action	Result
9/12/2016	1	Town Council Meeting	approved	Pass

Subject:

Request approval to enter into contract for a Classification and Compensation study with Springsted Incorporated, Mechanicsville, Virginia.

EXPLANATION AND SUMMARY :

The Department of Human Resources requests approval in the amount of \$30,000 to utilize the City of Manassas Contract #16P009A to employ Springsted Incorporated to conduct a classification and compensation study for the Town of Vienna. Springsted is one of the largest and longest established independent public sector advisory firms in the U.S. A copy of Springsted’s proposal and of the City of Manassas Contract are attached for Council’s guidance. The amount of \$30,000 was approved in FY16-17 Budget for this purpose, in order to comply with Section 11-6. Pay Plan, B.3., of the Personnel Code, which indicates that “A comprehensive review of the ‘plan’ should be conducted every three to five years.” Springsted’s proposal is in the amount of \$22,050, plus actual out-of-pocket expenses for travel and sustenance, overnight or messenger deliveries, conference calls, photocopying and mailing. Approval of \$30,000 is requested in order to provide for any contingency from discoveries made through the process. It has been three years since the last comprehensive review. By completing a review at three, instead of five, years - as well as the fact that the Town has awarded cost-of-living increases and merit pay - we anticipate that the one-time cost of implementing the results will be less cumbersome than the last, if any changes are indicated by the study.

Departmental Recommendation : Authorize riding City of Manassas contract and enter into a contract for a Classification and Compensation study with Springsted Incorporated, Mechanicsville, Virginia and expending an amount not to exceed \$30,000 for the study, including contingencies.

Finance Recommendation : Recommend approval

Purchasing Recommendation : The City of Manassas contract is current and rideable.

Town Attorney Recommendation : The Town should review its classification and compensation pay scales every 3-5 years. The Town may ride the City of Manassas contract for the proposed services or solicit bids in the discretion of the Town Council.

Town Manager's Recommendation : I recommend the Town Council approve the Town of Vienna riding the City of Manassas contract, enter into a contract with Springsted Incorporated and expend an amount not to exceed \$30,000 as presented.

Cost and Financing: \$30,000

Account Number: 100-102-1021-11222-43101

Decision Needed by This date: N/A

PROPOSED/SUGGESTED MOTION

“I move to approve to (a) ride the City of Manassas contract; (b) to enter into contract for Classification and Compensation study with Springsted Incorporated, Mechanicsville, Virginia; and (c) to expend an amount not to exceed \$30,000 for the study, including contingencies that may result from discoveries from the initial findings.”

Or

Other action deemed necessary by Council.