



500 West Big Beaver  
Troy, MI 48084  
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## CITY COUNCIL AGENDA ITEM

Date: January 3, 2020



To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Lisa Burnham, Accounting Manager  
Jeanette Menig, Human Resources Director  
MaryBeth Murz, Purchasing Manager

Subject: Budget Amendment – Classification and Compensation Study (Human Resources)

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### **History**

- May 21, 2018 City Council awarded a contract to the firm with the highest overall ranking as a result of a best value process to *GovHR USA, LLC of Northbrook, IL* in the not to exceed amount of \$31,500.00 in order to conduct a Classification and Compensation Study (Resolution #2018-05-087).
- As per the Scope of Work it was anticipated that the study would be completed in FY 2018/19.
- Although GovHR worked diligently on the study, progress was delayed due to slow responses from outside sources, significant staffing changes in the Human Resources Department and competing departmental priorities.
- The project is now nearing completion and it is anticipated the study will be finalized by February of 2020.

### **Purchasing**

- *GovHR USA, LLC* is in the process of finalizing the Classification and Compensation Study as per the Scope of Work and terms and conditions of the contract.
- There were no changes to the Scope of Work or the Agreement; with the exception of the project timeline.

### **Financial**

Funds for the project in the amount of \$31,500 were budgeted in the 2018/2019 fiscal year. The study was not completed by June 30, 2019 and funds were not re-appropriated in the 2019/2020 fiscal year. In order to complete the project, a budget amendment will be required for the remaining balance amount of \$20,100 for the General Fund under the Human Resources Department for the 2019/2020 fiscal year. Expenditures will be charged to account number 101.270.7801.100.

### **Recommendation**

City management recommends in order to complete the project, a budget amendment be approved for the remaining balance amount of \$20,100 for the General Fund under the Human Resources Department for the 2019/2020 fiscal year.