



Legislation Details (With Text)

File #: 21-671 **Version:** 1 **Name:** Staff Report to Amend Koff & Associates CSA
Type: Staff Report **Status:** Filed
In control: City Council
On agenda: 11/29/2021 **Final action:** 11/29/2021
Enactment date: **Enactment #:**
Title: Staff Report for a City of San Leandro City Council Resolution Approving and Authorizing the City Manager to Execute an Amendment to the Consulting Services Agreement between the City of San Leandro and Koff & Associates, a Division of Gallagher Benefit Services, Inc. for a Classification and Compensation Study

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
11/29/2021	1	City Council	Received and Filed	Pass

Staff Report for a City of San Leandro City Council Resolution Approving and Authorizing the City Manager to Execute an Amendment to the Consulting Services Agreement between the City of San Leandro and Koff & Associates, a Division of Gallagher Benefit Services, Inc. for a Classification and Compensation Study

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council authorize the City Manager to execute an amendment to the Consulting Services Agreement between the City of San Leandro and Koff & Associates, a division of Gallagher Benefit Services, Inc. for a Classification and Compensation study of management positions.

BACKGROUND

On August 1, 2021, the City entered into an agreement with Koff & Associates following a request for proposals process for a classification and compensation study of management positions. The original agreement was approved by the City Manager in the amount of \$49,760 to conduct classification studies and survey base salaries. The proposed amendment is to expand the salary survey to include total compensation, which will cost an additional \$9,600.

Analysis

During the last contract negotiation with the San Leandro Management Organization (SLMO), the City agreed to conduct classification and compensation studies of management positions. Following historical practices, the City intended to move forward with comparing base salary with comparable agencies. However, staff now recommends that the compensation analysis include all wages and fringe benefits for a better indication of the City of San Leandro's position in the competitive labor market. A total compensation study will demonstrate the true value of the City's comprehensive

benefits package including contributions towards health, CalPERS and Social Security retirement, deferred compensation 457 plan, paid leaves, and other negotiated pays.

An amendment to the current agreement for an additional \$9,600 for a total Consulting Services Agreement (CSA) of \$59,360 is requested so that Koff & Associates may conduct total compensation studies. The change in scope will not affect the term of the services ending on June 30, 2022.

Fiscal Impact

The current \$49,760 CSA with Koff & Associates is currently funded in the Human Resources consulting Account No. 010-12-060-5120. There are adequate funds to cover the additional amendment cost of \$9,600. No additional budget appropriation is required at this time.

ATTACHMENT

- Consulting Services Agreement with Koff & Associates
- Amendment to Consulting Services Agreement with Koff & Associates

PREPARED BY

Yana Taran, Senior Human Resources Analyst, Human Resources Division