



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No. _____**

FROM: City Administrator

SUBJECT: AMENDMENT TO CPS CONSULTING AGREEMENT FOR CITY-WIDE CLASSIFICATION AND COMPENSATION STUDY

MEETING DATE: September 18, 2018

RECOMMENDATION:

Staff recommends City Council approval of an amendment to CPS HR Consulting Agreement for Citywide Classification and Compensation study in an amount not-to-exceed \$2,000, which would bring their contract total to \$62,397.

BACKGROUND:

On February 20, 2018, the City Council awarded a consulting agreement for a citywide compensation and classification study to CPS HR Consulting following an RFP process. The contract amount was \$60,397 to conduct the study for full-time employees and part-time employees. The agreement indicates that consultant would be reimbursed additionally for the actual out-of-pocket expenses including travel, printing/copying and postage expenses up to \$2,000. To that end, Staff is now requesting City Council authorization for that amount. Thus, it is recommended that City Council approve amending the Agreement to include out-of-pocket expenses in an amount not to exceed \$2,000.

FISCAL IMPACT:

If the City Council approves staff's recommendation, an additional appropriation of \$2,000 will be made and an adjustment will be made at the mid-term budget review.

RELATIONSHIP TO STRATEGIC GOALS:

This item is related to a specific 2016 Strategic goal as follows:

Strategic Focus Area: City Organization - "The City of Commerce is an organization and workplace that encourages innovation, attracts and retains employees through a supportive working environment with competitive salary and benefits. The City will maintain a knowledgeable, skilled and empowered workforce that is committed to providing outstanding service to its residents, businesses, and visitors."

ATTACHMENTS:

1. Amendment to Agreement with CPS HR Consulting

Prepared by: Lena Shumway, Director of Administrative Services and City Clerk

Approved as to form: Noel Tapia, City Attorney

Approved: Vilko Domic, Director of Finance

Respectfully Submitted: Edgar P. Cisneros, City Administrator