



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 19-390, **Version:** 1

DATE: May 28, 2019

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT

Adoption of a Resolution Authorizing the City Manager to Execute Professional Services Agreements with Koff & Associates to Provide Human Resources and Compensation Review Services in an Amount Not to Exceed One Hundred Thousand Dollars (\$100,000)

RECOMMENDATION

That the City Council adopts the attached resolution authorizing the City Manager to execute professional services agreements with Koff & Associates to provide human resources and compensation review services in an amount not to exceed one hundred thousand (\$100,000).

SUMMARY

Koff & Associates ("Koff") is an experienced human resources and recruitment services firm. Through competitive bid processes, Koff has been selected to develop a performance evaluation process and system to include the Organizational Values, develop a performance-based compensation model for the executive team, and conduct negotiated salary surveys for SEIU employees. Staff anticipates that Koff will continue to provide these type of human resources services and may potentially be selected for other services through December 2019. The total cost of the individual agreements collectively may exceed the City Manager's current contracting authority. Therefore, staff is requesting that the Council authorize the City Manager to execute agreements with Koff in an amount not to exceed one hundred thousand (\$100,000).

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution