

CITY OF FOSTER CITY
CONTRACT AMENDMENT NO. ONE (1)

DATE: January 9, 2023

ACCOUNT NO. 001-1210-415-4251

PROJECT NAME: Compensation Study

TO: Koff & Associates, a division of Gallagher Benefit Services, Inc.

CHANGE REQUESTED BY: Koff & Associates, a division of Gallagher Benefit Services, Inc., and City of Foster City and Estero Municipal Improvement District (EMID)

Based on mutual agreement, Koff & Associates, a division of Gallagher Benefit Services, Inc., and City of Foster City and EMID agree to amend the original Agreement dated February 7, 2022 ("Agreement") pursuant to Section 18 of the Agreement to add additional work for specified amounts, which are identified as follows:

ORIGINAL CONTRACT AMOUNT	\$ 60,390
AMOUNT OF CONTRACT AMENDMENT NO. ONE (1)	\$ 8,250
REVISED CONTRACT AMOUNT	\$ 68,640

Additional work included in the contract amendment:

Task #1: Refresh data from Comparators	\$ 8,250
1. Update and refresh data from Comparators (this assumes up to 12 comparator agencies and up to 48 classifications)	
Subtotal	\$ 8,250
REVISED CONTRACT AMOUNT	\$ 68,640

Except as specifically modified herein, all other terms and provisions in the Agreement shall remain unchanged.

Koff & Associates, a division of Gallagher Benefit Services Inc., have given careful consideration to the work proposed and hereby agree, if this proposal is approved, to provide all equipment, furnish all materials except as may otherwise be noted above, and to perform all services necessary for the work above specified, and to accept as full payment therefore the prices shown above.

DATED: 1/19/2023 | 10:12 PM PST

CITY OF FOSTER CITY/EMID

DocuSigned by:



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Jon Froomin, Mayor/Board President

DATED: 1/23/2023 | 8:57 AM PST

ATTEST:

DocuSigned by:



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Priscilla Schaus, City Clerk

DATED: 1/19/2023 | 5:42 PM PST

APPROVED AS TO FORM:

DocuSigned by:

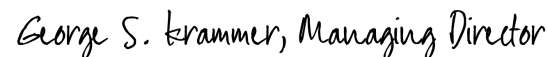


08C9860F67434D3...
Benjamin Stock, City Attorney

DATED: 1/18/2023 | 8:57 AM PST

KOFF & ASSOCIATES, A DIVISION OF
GALLAGHER BENEFIT SERVICES, INC.:

DocuSigned by:



949D9E7481734E6...
George S. Krammer, Managing Director



Koff & Associates
A Gallagher Company

Submittal date: December 16, 2022

Compensation Study
Cost Proposal
Benchmark Update
City of Foster City

Koff & Associates, a Gallagher Company

GEORG S. KRAMMER

Managing Director, Compensation and Rewards Consulting

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gkrammer@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633



December 16, 2022

Ms. Julie Paping
Principal Management Analyst
610 Foster City Boulevard
Foster City, CA 94404

Dear Ms. Saguisag-Sid:

Thank you for the opportunity to respond to your Request for Proposals for a **Compensation Study – Benchmark Update** for the **City of Foster City** ("City").

As a Managing Director of Koff & Associates, Katie Kaneko would assume the role of Project Director and be responsible for the successful completion of project. We can be reached at our Berkeley address and the phone number listed on the cover page. Katie's email is kkaneko@koffassociates.com and my email is gkrammer@koffassociates.com.

This proposal will remain valid for at least 90 days from the date of submittal. Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the **City of Foster City**.

Sincerely,

A handwritten signature in blue ink that reads 'Georg S. Krammer'.

Georg S. Krammer
Managing Director, Compensation and Rewards Consulting



Compensation Study – Benchmark Update Proposal

City of Foster City

Deliverables	Compensation Study	Hours
A.	Meetings with Study Project Team and Management Staff and Initial Documentation Review	
B.	List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	
C.	Refresh data from Comparators (this assumes up to 12 comparator agencies and up to 48 classifications)	50
D.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	
E.	Analysis of Internal Relationships and Alignment	
F.	Compensation Structure and Implementation Plan	
G.	Final Report and Guidelines for Implementation	
H.	Final Presentation	
	<i>Anticipated hours for additional unscheduled meetings and phone calls</i>	
	Total Professional Hours – Compensation	50
	Combined professional and clerical composite rate: \$165/Hour	\$8,250
	Expenses are <u>included</u> in the composite hourly rate:	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, etc.</i>	
	TOTAL PROJECT COST NOT TO EXCEED:	\$8,250
	<i>*Additional consulting will be honored at composite rate (\$165/hr)</i>	

Our cost proposal does not include time to support the City during any labor negotiations that may follow this study. If we are needed for this work, our composite hourly rate will apply and we will charge on a time-and-materials basis.



Compensation Study – Benchmark Update Proposal
City of Foster City

Proposal Signature Page

Koff & Associates intends to adhere to all the provisions described above.

This proposal is valid for 90 days from date of submittal.

Respectfully submitted,

**By: KOFF & ASSOCIATES
State of California**

Georg S. Krammer
Managing Director, Compensation and Rewards Consulting

December 16, 2022



Koff & Associates
A Gallagher Company