

# Mayor and Council Communication

**DATE:** 02/25/25

**M&C FILE NUMBER:** M&C 25-0157

**LOG NAME:** 142025WORKSHIELD

**SUBJECT**

(ALL) Authorize Amendment No. 1 to the Agreement with Work Shield, Inc. to Increase Annual Spending Authority by \$100,000.00 for a New Total Annual Spending Authority Up to \$255,556.00 for the Second Renewal and All Remaining Renewal Options, Based on Current Needs and Line Item Pricing in the Original Agreement

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**RECOMMENDATION:**

It is recommended that the City Council authorize Amendment No. 1 to the agreement with Work Shield, Inc. (City Secretary Contract No. 58199) to increase annual spending authority by \$100,000.00 for a new total annual spending authority up to \$255,556.00 for the second renewal and all remaining renewal options, based on current needs and line item pricing in the original agreement.

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**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to authorize Amendment No. 1 to increase the annual spending authority for the agreement with Work Shield, Inc. by \$100,000.00 per year for a total annual spending authority up to \$255,556.00 for the remainder of the contract term and subsequent renewal options for an intelligence platform which provides intake, reporting, investigations and resolution of workplace harassment, discrimination and other Title VII-based issues in addition to reporting functions by City Employees.

City Council approved the contract with Work Shield, Inc. on October 25, 2022 (M&C 22-0863; City Secretary Contract No. 58199). The initial M&C approval amount was \$155,556.00 annually. The charges for the services provided by Work Shield, Inc. are on a line-item basis with the final calculation based on the number of city employees. The line-item cost (\$3.00 per employee per month) has not changed since the inception of the agreement. However, the number of employees since the inception of the contract has increased. The estimated increase factors in the current and projected number of city employees subject to change.

Funding is budgeted in the Other Contractual Services account within the General Fund for the Human Resources Department.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Human Resources Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:**    Jessica L. McEachern    5804

**Originating Business Unit Head:**                      Dianna Giordano                      7783

**Additional Information Contact:**