



Midpeninsula Regional
Open Space District

R-11-92
Meeting 11-25
September 14, 2011

AGENDA ITEM 4

AGENDA ITEM

Authorization for the General Manager to Amend the Professional Services Contract with Koff & Associates, Inc.

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to execute an amendment to the professional services contract with Koff & Associates, Inc. for an additional amount not to exceed \$15,000 to complete additional services relating to the Classification and Compensation Study.

SUMMARY

Koff & Associates was retained in 2010 to provide professional consulting services to complete a Classification and Compensation Study for the District. Koff & Associates has completed the Study and presented its findings to the Board on July 13, 2011. With the Study now complete, some additional consultant support is needed to evaluate staff comments received since July 13, 2011, make any adjustments required to ensure internal alignment, and assist the District with the implementation plan for the Classification and Compensation Study. These additional services are expected to cost up to an additional \$15,000.

DISCUSSION

At its meeting of June 9, 2010, the Board approved a professional services contract for a District-wide Classification and Compensation Study with Koff and Associates, Inc. (Consultant) and, at the August 11, 2010 meeting, approved an amendment to include a benefits study (see Reports R-10-73 and R-10-90). The Consultant has completed the study and presented its report and recommendations to the Board at a Study Session on July 13, 2011 (see Report R-11-67).

In consultation with the General Manager, Administration Department staff has reviewed the Classification and Compensation Study findings and recommendations, and has identified several classification salary range placements that will be recommended for adjustment. These proposed adjustments need to be analyzed and the salary ranges evaluated to ensure that the recommended placement maintains appropriate alignment within each job family as well as District-wide. In order to maintain continuity with the work that has already been completed in

developing the Classification and Compensation Plan, it is recommended that the agreement with the Consultant be amended to increase it by \$15,000. By so doing, the Consultant will be able to continue to provide assistance to Administration staff to ensure consistent analysis and evaluation of recent staff comments and proposed adjustments, and to provide guidance on implementing the results of the Classification and Compensation Study in light of the District's budget and upcoming labor contract negotiations.

FISCAL IMPACT

The total contract amount of \$49,080 was approved by the Board (see Reports R-10-73 and R-10-90) and incorporated into the District's Fiscal Year 2010-11 Budget. This amount has been fully expended and an additional \$15,000 is needed for the above recommended services. This addition will bring the total contract for Koff & Associates to an amount not to exceed \$64,080. The additional \$15,000 will come from the General Manager's Contingency which has a current available balance of \$34,255.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

No compliance is required as this action is not a project under CEQA.

NEXT STEP

Upon Board authorization, the General Manager will enter into a contract amendment with Koff & Associates, Inc., who shall be given notice to proceed with additional services described above.

Prepared by:
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Contact person:
Same as above