



Midpeninsula Regional  
Open Space District

R-23-22  
Meeting 23-06  
February 22, 2023

## AGENDA ITEM 4

### AGENDA ITEM

Contract Amendment with Koff and Associates for Compensation and Classification Studies

### GENERAL MANAGER'S RECOMMENDATION *dk*

Authorize the General Manager to amend the professional services contract with Koff and Associates to increase the contract amount by \$130,000 and extend the contract to December 31, 2024, for a total amount not to exceed \$180,000 to conduct compensation and classification studies as needed.

### SUMMARY

In 2022, Midpeninsula Regional Open Space District (District) contracted with Koff and Associates (Koff) for various compensation studies, including Board Appointee compensation studies, and work related to negotiations with both the Midpeninsula Ranger Peace Officers Association (MRPOA) and the Field Employees Association (FEA). The District is preparing to embark upon negotiations again with MRPOA in 2023 and FEA in 2024. Additionally, various Office, Supervisory, and Management (OSM) compensation reviews are needed to ensure that compensation schedules are keeping up with the market and in alignment with the Board of Director's (Board) Employee Compensation Guiding Principles. The current contract with Koff is \$50,000 and expires June 30, 2023. The anticipated compensation studies over the next two years are estimated at \$65,000 per year. To complete this work, the General Manager recommends increasing the contract with Koff by \$130,000, for a total not to exceed contract amount of \$180,000 and extending out to December 31, 2024.

### DISCUSSION

Board Policy 2.03, *Employee Compensation Guiding Principles*, states that the General Manager may periodically direct that a compensation study be performed, organization-wide or for specific departments, work groups or classifications based on business need. In 2022, the General Manager requested compensation studies of various classifications to determine market placement and for retention and recruitment purposes. Human Resources (HR) staff subsequently conducted a Request for Proposals (RFP) in 2022 for these services. Koff was selected from three proposers as the most qualified and best-suited consultant to perform the work at a fair and reasonable price.

The District entered into a contract with Koff for Fiscal Year 2022-23 (FY23) under the General Manager's authority, not to exceed \$50,000. The scope of work included compensation studies for numerous employee classifications, including classifications the two represented groups, MRPOA and FEA, as is the District's standard practice in preparing for negotiations.

The District is now preparing to enter into negotiations with MRPOA in 2023 and will be entering into negotiations with the FEA in 2024. Updated market data will be necessary for these upcoming negotiations. Annual compensation studies for these negotiations and to address other business needs are estimated at \$65,000 each for 2023 and 2024. The competitive RFP process HR conducted in 2022 revealed Koff's vast experience, in-depth knowledge, and understanding of compensation standards for comparable and nearby public agencies in the region. The RFP process also distinguished Koff as the best applicant for compensation and classification reviews given the consultants well-established reputation and extensive knowledge of the District. Considering the consultant's expertise and RFP performance and the current volatility of the labor market, the General Manager recommends amending the contract with Koff by an additional \$130,000 to perform the upcoming compensation studies for the next two calendar years.

**FISCAL IMPACT**

There are sufficient funds in the amended FY22 Budget to cover the cost of the recommendation for current fiscal year. Funds will be recommended in future fiscal year budgets as part of the annual Budget and Action Plan process.

**BOARD AND COMMITTEE REVIEW**

This item was not reviewed by any Board Committee

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

**NEXT STEPS**

Upon Board authorization, the General Manager will amend the contract with Koff and Associates to increase the contract amount and extend the term as described in this report

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