



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Koff & Associates, Inc. for the City of Menifee Comprehensive Classification and Compensation Study

MEETING DATE: June 21, 2023

TO: Mayor and City Council

PREPARED BY: Bryan Melton, Human Resource Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 1 with Koff & Associates, Inc., a division of Arthur J. Gallagher & Co., to extend the term of the agreement through December 31, 2023, for the City of Menifee Comprehensive Classification & Compensation Study.

DISCUSSION

On June 15, 2022, the City Council approved a Professional Services Agreement with Koff & Associates, Inc. (Koff) for the Comprehensive Classification & Compensation Study for a total cost of \$224,230. This Agreement was funded from Account No. 100-4222-52800 Professional Services (Human Resources). The Study began shortly after City Council approval and progressed on a regular basis. Due to the magnitude and complexity of the study, Koff and City staff have identified that it will take a few more months to complete the study. Although, it is anticipated that the study will be completed in late summer, staff requests to amend the existing professional services by extending the contract date from June 30, 2023, to December 31, 2023 to ensure Koff is available for any additional questions or review. The extension would allow staff to finalize recommendations and negotiate the impacts/implementation of the Study with the City's labor associations.

This Amendment is only to extend the contract term and no additional funds are requested.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

ATTACHMENTS

1. Original Agreement
2. Amendment No. 1