



STAFF REPORT

MEETING DATE: March 27, 2024

PRESENTER: John Jansons, City Manager

SUBJECT: Resolution Approving First Amendment to Professional Services Agreement with Bryce Consulting, Inc. for Human Resource Services (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving First Amendment to Professional Services Agreement with Bryce Consulting, Inc. for Human Resource Service.

EXECUTIVE SUMMARY:

On August 24, 2022 the City approved Resolution 22-67 authorized a contract effective September 1, 2022 with Bryce Consulting Inc. for human resource services. The initial Phase of work included conducting the Comprehensive Salary Survey and Targeted Equity Adjustments for all represented employees which now has been completed.

Additional work is now required to examine unrepresented employees and revise various job descriptions, departmental staffing structures and other human resource related analytical work.

Amendment of this contract will allow for the consultant staff support required by the City.

DISCUSSION:

Additional work is now required to examine unrepresented employees and revise various job descriptions, departmental staffing structures and other human resource related analytical work. Amendment of this contract will allow for the consultant staff support required by the City.

The current contract is effective through August 31, 2025, and has an approximately unused balance of \$3,000. The next immediate project required by the City is anticipated to cost approximately \$7,500. This First Amendment would extend the term of the contact to June 30, 2026 and add \$15,000 of additional funding authority in the Fiscal Year 2023-2024 (FY 23/24) Budget. Funds for FY 24/25 will be addressed in the FY 24/25 Budget proposal.

FISCAL IMPACT:

The recommended First Amended is funded in the FY 23/24 Budget. FY 24/25 and beyond will be addressed during the respective budgets proposed as needed.

ATTACHMENTS:

A. Resolution with Exhibit (First Amendment)

RESOLUTION NO. 24-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH BRYCE CONSULTING INC. FOR HUMAN RESOURCE SERVICES AND AUTHORIZE CITY MANAGER TO EXECUTE THE AMENDMENT

WHEREAS, the City of Kerman entered into a Professional Services Agreement (PSA) with Bryce Consulting Inc. (CONSULTANT) effective September 1, 2022 via Resolution 22-67; and

WHEREAS, Consultant has completed the primary work under that agreement including a Comprehensive Salary Survey and Targeted Equity Adjustments for all Represented employees; and

WHEREAS, the City requires additional work including: determination of competitive compensation for unrepresented employees, revision of various job descriptions, examination of departmental staffing structures and other human resources-related analytical work; and

WHEREAS, an extension of the Contract Term and Budget are required to receive the work required by the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kerman does resolve as follows:

1. The foregoing recitals are true and correct.
2. The City Council hereby approves the First Amendment to the Professional Services Agreement with Bryce Consulting Inc. (Exhibit "A") for human resources support services to extend the Term of the Agreement and add additional project funding which is available in the current FY 23/24 Budget.
3. The City Manager is authorized to execute this First Amendment and make any minor corrections with approval of City Attorney to the required documents necessary to effectuate Amendment.
4. This resolution shall be effective immediately.

The foregoing resolution was approved by the City Council to the City of Kerman at a regular meeting held on the 27th day of March 2024, and was fully adopted at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho
Interim City Clerk

Exhibit 'A'

**FIRST AMENDMENT TO AGREEMENT WITH BRYCE CONSULTING INC.
FOR HUMAN RESOURCE SERVICES**

The City of Kerman ("City") and Bryce Consulting Inc. (Consultant) agree to enter this First Amendment to Professional Services Agreement for Human Resource Services.

RECITALS

WHEREAS, on September 1, 2022, the City of Kerman (CITY) entered into an agreement with Bryce Consulting Inc. (CONSULTANT) for human resources services (hereinafter "Agreement"); and

WHEREAS, it has become necessary and desired by the City to extend the term of the agreement to June 30, 2026 and to supplement budget authority of the Contract by an additional \$15,000 with funds currently budgeted and available in the FY 23/24 Budget for additional work.

WHEREAS, funding for FY 24/25 and FY 25/26 is subject to funding approval at that time depending on available resources and schedule of work required as approved by City Council.

NOW, THEREFORE, the parties hereby agree to amend the Agreement as follows:

TERMS AND CONDITIONS

SECTION 1. Section 1.1 of the Agreement titled "Scope of Services" is amended as follows:

Exhibit A is amended to add the following services: Comparison study of unrepresented employee compensation, job classification and description updates, and departmental and division organizational staffing structures.

SECTION 2. Section 1.2 of the Agreement titled "Term" is amended by adding subsection D to read as follows:

D. Effective April 1, 2024, this Agreement shall be extended to June 30, 2026, subject to any earlier termination in accordance with this Agreement and subject to City Council's approval of the 24/25 and 25/26 Fiscal Year Budgets.

SECTION 3. Section 1.3 of the Agreement titled "Compensation" is amended by adding the following paragraph at the end of Subsection B.

Notwithstanding the foregoing, effective April 1, 2024, CONSULTANT'S compensation for satisfactory performance of the services added to this Agreement pursuant to SECTION 1 of this First Amendment shall reflect Consultant's 2024-2025 rate schedule on a time and material basis or fixed quote.

The original Compensation amount of \$35,000 is hereby increased by \$15,000 to commission additional work requested and required by City.

SECTION 4. Except as amended by this First Amendment, all other terms and conditions of the Agreement for grant writing and management services shall remain in full force and effect.

SECTION 5. This First Amendment to Professional Services Agreement is effective April 1, 2024.

IN WITNESS HEREOF, the Parties have caused this First Amendment to the Agreement to be executed by their duly authorized representatives as set forth below.

CITY OF KERMAN

John Jansons, City Manager

DATE: _____

BRYCE CONSULTING INC.

Jean Sullivan
President

DATE: _____