



Office of the City Manager

CONSENT CALENDAR

September 10, 2013

To: Honorable Mayor and Members of the City Council

From:  Christine Daniel, City Manager

Submitted by: Michael K. Meehan, Chief of Police

Subject: Contract Amendment: Ken Hargis & Associates for Police Promotional Examinations

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend a contract with Ken Hargis & Associates, increasing it in the amount of \$24,200 for a total not to exceed amount of \$73,200 for police promotional examinations for the classifications of police sergeant and police lieutenant.

FISCAL IMPACTS OF RECOMMENDATION

FY 2014 Contract Cost: \$8,500 (cost for administration of lieutenant's exam); FY 2015 Contract Cost: \$15,700 (cost for administration of sergeant's exam). Funds are budgeted in Police Department General Fund budget code 010-7003-420.30-38. The FY 2015 funds are subject to the appropriation of the FY 2015 budget by the City Council. The contract has been entered into the City's Contract Management System (CMS) and assigned CMS No. FZ5PT.

CURRENT SITUATIONS AND ITS EFFECTS

The current police lieutenant's promotional eligibility list expires in October of 2013 and the current police sergeant's eligibility list expires in July of 2014. Both examinations were administered by Ken Hargis & Associates. There is no existing contract that provides for the administration of future promotional examinations. Per the Memorandum of Understanding between the City and the Berkeley Police Association, promotional examinations shall be given every two years.

BACKGROUND

The City currently has an existing contract with Ken Hargis & Associates to provide services to the Berkeley Fire Department in the amount of \$49,000 that expires on June 30, 2015. For the services for the Police Department, this contract will be amended to increase the contract not to exceed amount to \$73,200. Ken Hargis & Associates has provided promotional services to the Police Department in 2011 and 2012 that were customized to the department's requirements. These services are highly specialized and include job analyses, development of promotional exams, facilitating planning

workshops, post exam feedback to the candidates with a focus on career development, and information to the department that guides promotional decisions.

RATIONALE FOR RECOMMENDATION

City contracts for personal services over \$50,000 require authorization from the City Council before the City Manager can execute the contract.

ALTERNATIVE ACTIONS CONSIDERED

None. Hargis & Associates are one of the few experts in providing examinations at all ranks for law enforcement agencies.

CONTACT PERSON

Matt Morizono, Lieutenant, Police Department, 981-5970

Attachment:

1. Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT AMENDMENT: KEN HARGIS & ASSOCIATES FOR POLICE  
PROMOTIONAL EXAMINATIONS

WHEREAS, the Police Department has a need to provide police promotional examinations for the classification of police sergeant and police lieutenant; and

WHEREAS, the current memorandum of understanding between the City of Berkeley and the Berkeley Police Association requires the administration of promotional examinations every two years; and

WHEREAS, the current lieutenant's eligibility list expires in October of 2013 and the sergeant's eligibility list expires in July of 2014; and

WHEREAS, the contract with Ken Hargis & Associates for the lieutenant's examination began on July 1, 2011 and ended on December 31, 2011 and for the sergeant's examination began on June 1, 2012 and ended on December 1, 2012; and

WHEREAS, the City currently has a contract with Ken Hargis & Associates for a not to exceed amount of \$49,000; and

WHEREAS, funds are available in the current year budget, specifically budget code 010-7003-420-30-38 and the contract has been entered into the City contract database, and assigned CMS No. FZ5PT.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to the contract with Ken Hargis & Associates to provide for the administration of police promotional examinations for the classification of police sergeant and police lieutenant for the period July 1, 2013 to June 30, 2015 in the amount not to exceed \$73,200. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

