



**Northwest Fire District
Governing Board**
13535 North Marana Main Street
Marana, Arizona

SCHEDULED

MEMORANDUM NO. {{item.tracking_number}}

Date:	March 26, 2024
To:	Governing Board
From:	Kim Sotomayor, Director
Division:	Finance Services
Type of Action:	Formal Action/Motion
Strategic Plan Goals:	Support and reinforce the critical functions of personnel related services Create greater financial efficiencies and ensure financial sustainability and responsibility
Agenda Item:	Approval of the First Amendment to the Contract for Services with GovInvest, Inc. to Add the Compensation Module in the Amount of \$70,500 for a Term of Three Years to be Paid Annually in the Amount of \$23,500 and a One-Time Implementation Fee of \$5,000

RECOMMENDATION:

Staff recommends the approval of the amendment to the GovInvest, Inc. contract to add the Compensation Module to design a customized compensation tool to benchmark against relevant agencies for compensation, benefits, and job duties.

MOTION:

Move to approve the amendment to the GovInvest, Inc. contract in the amount of \$70,500 for a term of three years with each contract year to be paid annually in the amount of \$23,500 and a one-time implementation fee of \$5,000.

DISCUSSION:

At the January 23, 2024, Board meeting, the second three-year contract with GovInvest, Inc. was approved for the use of the pension and labor costing forecasting modules. District staff have been using this software since January 2021, when the original three-year contract with GovInvest, Inc. was approved. This software has saved staff time when forecasting multiple scenarios related to wage increases, impacts of pension costs, and changes to benefits.

The Compensation Module is a customized benchmarking tool to assist with the analysis of wages, benefits, and job duties for all District positions with comparator agencies. Benchmarking positions based on job duties and not just job titles will assist staff when comparing wages for specific positions to be competitive with the job market.

The implementation timeline is approximately three to six months. Staff will provide the GovInvest team with all the required data for wages, benefits, and job duties. Staff review all the data for accuracy, and then the GovInvest team will gather all the same data from the

comparator agencies. Once the module is live and ready for use, staff can begin customizing the analysis. This data will be updated and refreshed as necessary to stay up to date with all the information.

ALTERNATIVES:

None at this time.

Fiscal Impact

FISCAL YEAR: 23/24

BUDGETED Y/N: Yes

AMOUNT REQUESTED: \$0

FISCAL IMPACT: In the FY23/24 Adopted Budget, the GovInvest, Inc. budget is \$63,000. This would have been the amount for the three-year contract approved at the January 23, 2024, board meeting. Now that we are an established customer, payment for all three years at once is no longer required. The District can make payments annually. The annual amount paid for the January approved contract was \$21,000, leaving capacity of \$42,000. The annual amount for the compensation module is \$23,500 with a one-time implementation of \$5,000. This will be paid from the \$42,000 available capacity.

Attachments

GovInvest, Inc. Amendment
Compensation Module