



Memorandum

**TO: Board of Administration for the
Police and Fire Department Retirement
Plan and the FCERS.**

FROM: Barbara Hayman

**SUBJECT: Fourth Amendment to Agreement with
Marty Boyer, Board Communication
Consultant**

Date: May 1, 2023

APPROVED: *Roberto L. Peña*

DATE: May 3, 2023

RECOMMENDATION

Discussion and Action on authorizing the CEO to negotiate and execute a fourth amendment to the agreement with Marty Boyer, Communications Advantage, to extend the term of the Agreement through June 30, 2024.

BACKGROUND

As part of the Fiscal Year 2019/2020 budget, the Board approved a request for a Communication Consultant in the amount of \$25,000, to meet their goal of increasing communication and engagement with active and retired members using a variety of traditional and new media tools. Subsequently, the CEO negotiated and executed a one year agreement with Marty Boyer, Communications Advantage, for an amount not to exceed \$25,000 per Fund.

In July 2020 the CEO extended the term of the agreement by one year to June 30, 2021 and increased the maximum compensation payable under the Agreement to \$50,000.

In April 2021 the CEO extended the term of the agreement by one year to June 30, 2022 and increased the maximum compensation payable under the Agreement to \$75,000.

In May 2022 the CEO extended the term of the agreement by one year to June 30, 2023, no additional budget was requested.

ANALYSIS

Per the Boards policy regarding roles in vendor selection, the CEO is authorized to enter into a contract up to \$50,000 in value over the term of the contract. Any contract above this amount requires Board approval. Board approval is also required for any contracts that would result in a cumulative contract value with a single vendor above \$50,000 over two consecutive fiscal years.

Given the cumulative contract value of the agreement with Marty Boyer, Communications Advantage, for communication consulting services will be in excess of \$50,000 over two consecutive fiscal years, Board approval is required.

Staff recommends extending the term of the contract to June 30, 2024 with no additional funds required as the current available balance is expected to cover the costs through June 30, 2024.

A handwritten signature in black ink, appearing to read "B Hayman", is written over a horizontal line.

Barbara Hayman
Deputy Director, Office of Retirement Services