

## **Memorandum of Agreement**

### **Contract for Technical Assistance to the City of Rapid City, South Dakota Proposal for Reviewing and Comparing Staffing Requirements of Specific Departments**

The City of Rapid City has determined the need for a review of the staffing requirements of the City Attorney, Community Resources, Finance and Growth Management departments.

#### **Objectives**

Condrey and Associates proposes the following schedule of activities to accomplish three objectives:

1. Review existing staffing levels of the City Attorney, Community Resources, Finance and Growth Management departments.
2. Collect comparable staffing and performance data from national and regional sources and produce a report summarizing findings.
3. Recommend staffing requirements based on the analysis of comparable data and organization objectives.

#### **Phase I – Developing a Work Plan and Schedule of Activities**

- 1.1 Condrey and Associates will conduct an orientation describing in detail the activities that will be required to accomplish the project activities.
- 1.2 During this phase all the documents detailing the current staffing levels, organization objectives, and performance indicators will be made available to Condrey and Associates staff for review and analysis.

#### **Phase II – Staffing Analysis**

- 2.1 Condrey and Associates staff will interview city department heads concerning department organization and function.

#### **Phase III – Comparable Staffing Survey**

- 3.1 In a joint effort with appropriate city officials, Condrey and Associates will collect nationally and/or regionally published survey data covering comparable public organizations.

- 3.2 After this phase is completed, Condrey and Associates staff will review all data generated to this point with appropriate officials to determine what additional information needs to be considered before moving to the next phase.

#### Phase IV – Developing a Final Report

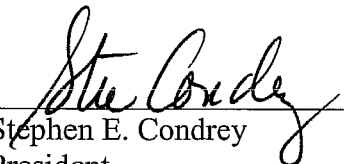
Condrey and Associates staff will:

- 4.1 Produce a final report detailing our findings and making specific recommendations regarding staffing levels within the defined departments.

#### Cost and Duration

The cost to Condrey and Associates to provide the services specified in this proposal will be a **fixed fee** of \$12,500 (exclusive of actual travel costs not to exceed \$5,000). Considering the scope of the project, we anticipate a four (4) month work plan beginning March 1, 2008, with final reports submitted on or before June 30, 2008. The fixed fee of \$12,500 is exclusive of travel expenses and shall be billed on March 15, 2008 and June 1, 2008. The City of Rapid City will be billed actual travel expenses not to exceed a total of \$5,000 within two weeks of occurrence.

FOR CONDREY AND ASSOCIATES:

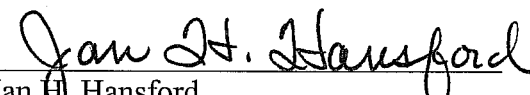
  
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Stephen E. Condrey  
President

Date: 2/15/08

FOR THE CITY OF RAPID CITY:

\_\_\_\_\_

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Jan H. Hansford  
Vice President/Treasurer

Date: 2-15-08

Corporate Seal