




**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	February 18, 2025
<b>TITLE</b>	Authorization of Amend a Contract with KOA Hills to Increase the Total Amount of the Contract to \$125,000 for Consulting Services and Support for Finance Enterprise
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	David Rusting, Chief Information Officer Deborah Spaulding, Assistant General Manager of Finance and Management Services
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the Board of Directors authorize an amendment to increase the total amount of the contract with KOA Hills to \$125,000 for consulting services and support.

**BACKGROUND**

The East Bay Regional Park District (Park District) has used KOA Hills for consulting and support services for the Park District's Enterprise Resource Planning (ERP) System, called Finance Enterprise, for both the Human Resources and Finance and Management Services Divisions. KOA Hills has specialized skills related to Finance Enterprise, which enables the Park District to manage the operational and reporting demands for financial and human resources reporting.

**ANALYSIS**

Previous contracts with KOA Hills did not meet the monetary threshold for Board approval, but in support of standardized contracting, a single contract was established in 2024 in the amount of \$45,600. For 2025 and 2026, anticipated spending will be approximately \$40,000 per year, so the request to increase the contract amount to \$125,000 is to address ongoing consulting and support services slated for 2025 and 2026. Reporting obligations for both Human Resources and the Finance Management Services Divisions have increased significantly requiring more from KOA Hills to ensure the Park District's ERP System provides accurate information and data reporting.

The Board could choose not to proceed with the increase request, but this is not recommended because the Park District would not have the needed operational support for Finance Enterprise which could impact accurate data reporting from the Divisions.

**FISCAL IMPACT**

This action will increase the contract authorization to \$125,000 to cover projected costs for consulting and support services and project work that is needed within the Park District. This amount is based on historical costs, 2025 expenditures and 2026 forecasts. Sufficient funds are budgeted in

and expected to be available in the Information Services' Department Budget, in account 101-4150-000-6443, for Support Contracts.

**ATTACHMENTS**

None.



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2025 – 02 -  
FEBRUARY 18, 2025**

**AUTHORIZATION TO AMEND A CONTRACT WITH KOA HILLS TO INCREASE  
THE TOTAL AMOUNT OF THE CONTRACT TO \$125,000 FOR CONSULTING  
SERVICES AND SUPPORT FOR FINANCE ENTERPRISE**

**WHEREAS**, the East Bay Regional Park District (Park District) needs specialized consulting and support for its Finance Enterprise software; and

**WHEREAS**, KOA Hills is the designated vendor to provide these services to the Park District; and

**WHEREAS**, all purchases in excess of \$50,000 require approval by the Board of Directors;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorizes an amendment to increase the total amount of the contract with KOA Hills to \$125,000 for specialized consulting and support services for the Park District's operations, to be funded from Information Services Account # 101-4150-000-6443-Support Contracts, as presented to the Board on February 18, 2025; and

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and  
adopted February 18, 2025, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: