



Legislation Details (With Text)

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Title: Adopt a Resolution to Approve and Authorize the City Manager to Execute a Consulting Services Agreement with Baker Tilly (formerly Management Partners) for Staffing and Organizational Review of the Public Works Department for \$46,990. The Cumulative Projects' Budget Total for Current and Planned Work by Baker Tilly/Management Partners is \$161,790

Sponsors: Debbie Pollart

Indexes:

Code sections:

Attachments: 1. Att A - Resolution authorizing CSA with Baker Tilly, 2. Att B - CSA Scope of Work Management Partners.pdf, 3. Att C - Press Release Baker Tilly-Management Partners.pdf

Date	Ver.	Action By	Action	Result
9/19/2022	1	City Council	Received and Filed	Pass

Adopt a Resolution to Approve and Authorize the City Manager to Execute a Consulting Services Agreement with Baker Tilly (formerly Management Partners) for Staffing and Organizational Review of the Public Works Department for \$46,990. The Cumulative Projects' Budget Total for Current and Planned Work by Baker Tilly/Management Partners is \$161,790

COUNCIL PRIORITY

- Fiscal Sustainability and Transparency

SUMMARY

This action authorizes the City Manager to execute a Consulting Services Agreement (CSA) with Baker Tilly (formerly Management Partners) for staffing and organizational review of the Public Works Department. The consultant's cumulative contracted work occurring across multiple City departments, both currently underway and planned, is \$161,790.

RECOMMENDATIONS

Staff recommends approving and authorizing the City Manager to execute the CSA with Baker Tilly.

BACKGROUND

With the various organizational changes occurring over the past few years, the City has previously engaged the services of Management Partners to perform fiscal model updates, as well as a more recent organizational assessment for the Recreation and Human Services Department. On top of the existing work underway, due to the cumulative contracts amount reached with the planned work for both the Public Works Department and the Engineering & Transportation Department (that CSA is

tentatively planned for Council review in October), Council review and approval of this CSA is recommended.

Analysis

The last Public Works Department staffing review occurred in 2007, and those changes were only at the Manager level, involving the creation of two new positions. In the intervening years, some positions were lost due to “golden handshakes” offered during The Great Recession, operational changes have arisen, and technological advancements have occurred that affect all departmental classifications. Management Partners was contacted to provide a proposed scope of work that included conducting an organizational assessment, with the goal of taking a fresh look at the organizational structure and staffing, to ensure the department has the optimum structure to provide services to the community.

The proposed scope of work includes:

- Review of the current organizational structure, staffing levels, and spans of control.
- Identify succession planning tools to help prepare for retirements and separations.
- Provide recommendations pertinent to the department’s organizational structure and staffing levels.

Management Partners’ scope anticipates 229 hours of staff time to complete the work plan at a total inclusive cost of \$46,990. The City’s Purchasing Policy indicates that CSA’s less than \$50,000 may be approved administratively by the City Manager. Currently, Management Partners is under contract with the City for the following services:

- Recreation and Human Services Department Assessment (2022); \$29,900
- Fiscal Model Update (2021/2022); \$30,000
- Fiscal Model Update (2020/2021), Time & Materials based \$15,000

With the proposed scopes of work planned for the Public Works Department and also the Engineering & Transportation Department (\$39,900), this would bring the cumulative contracts total over the past two plus years to \$161,790. It is noted that as of October 1, Management Partners will be merging with the firm Baker Tilly. Therefore, staff will be preparing the CSA for Baker Tilly’s signature.

Financial Impacts

Sufficient funds are included in the Fiscal Year 2022-2023 Public Works budget in Account 010-17-001-5120 for the \$46,990 scope of services for organizational consulting.

This Council action will not impact fund balance because there are funds available in the FY2022-2023 adopted budget.

ATTACHMENTS

Attachment A: Resolution authorizing CSA with Baker Tilly

Attachment B: CSA Scope of Work Management Partners

Attachment C: Press release for Baker Tilly-Management Partners

PREPARED BY: Debbie Pollart, Director, Public Works Department