



## Legislation Details (With Text)

**File #:** 22-591      **Version:** 1      **Name:** Baker Tilly CSA for Engineering and Transportation Department

**Type:** Staff Report      **Status:** Filed

**In control:** City Council

**On agenda:** 10/17/2022      **Final action:** 10/17/2022

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**Title:** Adopt a Resolution to Approve and Authorize the City Manager to Execute a Consulting Services Agreement with Baker Tilly for Staffing and Organizational Review of the Engineering and Transportation Department for \$39,900. The Cumulative Projects' Budget Total for Current and Planned Work by Baker Tilly/Management Partners is \$161,790

**Sponsors:** Sheila Marquises

**Indexes:**

**Code sections:**

**Attachments:** 1. Att A - Reso 2022- CSA with Baker Tilly, 2. Att B - CSA Scope of Work Baker Tilly.pdf, 3. Att C - Press Release Baker Tilly-Management Partners.pdf

Date	Ver.	Action By	Action	Result
10/17/2022	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 for Staffing and Organizational Review of the Engineering and Transportation Department for \$39,900. 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 approves and authorizes the City Manager to execute a Consulting Services Agreement (CSA) with Baker Tilly (formerly Management Partners) for staffing and organizational review of the Engineering and Transportation 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 Baker Tilly 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, Council review and approval of this CSA is recommended.

### **Analysis**

The last Engineering and Transportation Department staffing review occurred in 2016. Baker Tilly 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, operations, 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 opportunities to increase efficiency, effectiveness, and collaboration; and
- Provide recommendations pertinent to the department's organizational structure and staffing levels.

Baker Tilly's scope anticipates 234 hours of staff time to complete the work plan at a total inclusive cost of \$39,900. The City's Purchasing Policy indicates that CSA's less than \$50,000 may be approved administratively by the City Manager. Currently, Baker Tilly 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
- Public Works Department Assessment (2022), \$46,990

With the proposed scopes of work planned, the total cumulative contract value over the past two years is \$161,790.

### **Legal Analysis**

The consultant has agreed to the terms of the contract.

### **Financial Impacts**

Sufficient funds are included in the Fiscal Year 2022-2023 Engineering and Transportation budget in Account 010-42-020-5120 for the proposed \$39,900 organizational consulting contract.

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 Baker Tilly

**Attachment C:** Press release for Baker Tilly-Management Partners

**PREPARED BY:** Sheila Marquises, Director, Engineering and Transportation Department