



## Legislation Text

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**File #:** 22-683, **Version:** 1

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Adopt a Resolution to Approve and Authorize the City Manager to Execute a Consulting Services Agreement Between the City of San Leandro and Municipal Resources Group, LLC for Executive Evaluations, Staff Development and Coaching, Technical Assistance, and Group Facilitation Services for a not-to-exceed total of \$455,106.25

### **RECOMMENDATION**

Staff recommends Council approve a Consulting Services Agreement between the City of San Leandro and Municipal Resources Group, LLC for a not-to-exceed amount of \$455,106.25 covering services through Fiscal Year 2024-2025 to assist with staff development, provide technical assistance, and group facilitation services.

### **BACKGROUND**

Municipal Resources Group, LLC (MRG) began providing specialized services in 2008 to provide cities, counties and government agencies with professional strategic services. MRG continues to provide the City with subject matter expertise with particular assistance as the city develops its next generation of managers and leaders within the organization.

Given the current labor market, the City Manager's Office looks to build a program focused on staff development at all levels of the organization. This program aims to ensure new hires and tenured employees collectively have the necessary skills to be successful while delivering on Council priorities.

The City first engaged with MRG in 2013 for specialized consulting services. In September 2021, the city engaged MRG to conduct the first 360-degree executive level evaluations, critical City Clerk technical assistance, and facilitation of the executive team.

The City Manager's Office has determined MRG has the industry expertise to help cultivate a culture of accountability and advance the Council priority of staff development throughout all levels of the organization. This request requires Council authorization based on the value of the contract. Those services will include facilitation of the Council retreat, rank and file staff development, as well as technical services in both the City Clerk's Office and the Police Department. MRG will also conduct the City Manager's and City Attorney's executive evaluation and sixteen distinct group facilitations. Lastly, this proposal will draw on MRG's experience in developing a comprehensive staff development plan that coaches individuals interested in promotion, workplan development, and time management skills, alongside important cultural components centered around accountability and excellence.

### **Financial Impact**

The City's current adopted budget has sufficient funding in salary savings-from vacant positions that will go unfilled through June 30, 2023-to cover this contract in its entirety. Staff seeks Council authorization for the City Manager to execute the agreement given its value.

The contract total breaks down as follows:

1. \$170,150 for fiscal year 2022-2023;
2. \$159,400 for fiscal year 2023-2024;

- 3. \$145,000 for fiscal year 2024-2025;
- 4. \$455,106.25, total compensation

Upon Council approval, staff will request the City Manager approve a budget adjustment to properly fund each of the projects listed below. The contract will be expensed in the following cost centers:

Fiscal Year 2022-2023, Total \$150,706.25

- 1. City Council, Account 010-11-010-5120
  - a. Feb. 2023 Council Retreat Facilitation: \$20,000
  - b. Executive Evaluation, City Attorney: \$8,000
- 2. Administration - City Manager's Office, Account #010-12-020-5120
  - a. City Manager's executive evaluation: \$13,000
  - b. Executive Team Strategic Planning: \$18,700 (2 sessions)
  - c. Management Team Development: \$12,500 (2 sessions)
  - d. 3 Inter-Departmental Team Facilitations: \$43,600
  - e. Professional Staff Development: \$8,000
- 3. Police Department, Account #010-21-018-5120
  - a. Technical Assistance, Development: \$12,506.25
- 4. City Clerk's Office, Account #010-11-030-5120
  - a. Technical Assistance, Development: \$14,400

Fiscal Year 2023-2024, Total \$159,400

- 1. City Council, Account 010-11-010-5120
  - a. Feb. 2024 Council Retreat Facilitation: \$20,000
- 2. City Attorney, Account 010-11-040-5120
  - a. City Attorney's evaluation (Nov, 2023): \$8,000
- 3. Administration - City Manager's Office, Account #010-12-020-5120
  - a. City Manager's executive evaluation (May, 2024): \$13,000
  - b. Executive Team Strategic Planning: \$43,600 (4 sessions)
  - c. Management Team Development: \$25,000 (4 sessions)
  - d. 4 Inter-Departmental Team Facilitations: \$49,800 (4 sessions)

Fiscal Year 2024-2025, Total \$145,000

- 1. City Attorney, Account 010-11-040-5120
  - a. City Attorney's evaluation (Nov, 2024): \$8,000
- 2. Administration - City Manager's Office, Account #010-12-020-5120
  - a. Management Team Development: \$12,500 (2 sessions)
  - b. 4 Inter-Departmental Team Facilitations: \$24,900 (2 sessions)
  - c. Professional Staff Development: \$99,600

## **ATTACHMENTS**

### **Attachments to Staff Report**

- Att A: Resolution for Consulting Services between the City and Municipal Resources Group, LLC

**PREPARED BY:** Scott Koll, Deputy City Manager, City Manager's Office