

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Organizational Assessment Final Report
DATE: January 16, 2024



In August 2023, the City Council called for an organizational assessment to be conducted on the City. A Request for Proposals (RFP) was issued shortly thereafter for an independent, 3rd-party consultant to conduct the assessment. The City received 7 responses to the RFP, and the City Council selected the proposal from Resource Management Associates (RMA) on October 2nd.

The objectives of the organizational assessment were:

- Analysis of current staffing levels
- Analysis of current service provisions
- Analysis of future projects' impact on staffing levels and service provisions
- Recommendations for immediate and future staffing needs
- Recommendations for reorganization
- Recommendations for service delivery improvements

During the week of October 16, 2023, Mr. Sheldon Cohen with RMA spent over 40 hours on-site, touring facilities and interviewing every member of the City Staff, the City Council, and various consultants and community partners. Additionally, Mr. Cohen's review included the City Code, various City policies, staff job descriptions, wages, and benefits, professional service contracts, current and previous budgets and financial reports, and demographic information.

On December 13, 2023, Mr. Cohen issued his Final Report to the City and will present the findings of his assessment in-person during the City Council workshop on Tuesday, January 16, 2024, at 5:00pm. This presentation will be recorded, and the public is invited to attend.