
DEPARTMENT MEMO

DEPARTMENT: City Manager's Office
FROM: Tommy Ludwig, Deputy City Manager
MEETING: July 5, 2022

SUBJECT:

Consider approval of a professional services contract with Matrix Consulting Group for a staffing and facility assessment for the Burleson Police Department in the amount not to exceed \$109,900 (*Staff Presenter: Tommy Ludwig, Deputy City Manager*)

SUMMARY:

On June 20, 2022 staff and council discussed the proposal with Matrix Consulting.

The following elements have been included in the Matrix proposal:

- Evaluation of current and future staffing needs, and verification that core services are keeping pace with current and anticipated service demands, based on existing population and projected growth.
- Evaluation of management procedures, including training, retention, and recruitment practices, and organizational structure to ensure they align with industry standards, and that community expectations are met.
- Evaluation of the space needs of the proposed facility expansion, and determination if substation facilities are needed, based on current and anticipated service demands.
- Evaluation of the need, cost effectiveness, and feasibility of a city owned and operated holding facility.
- Evaluation of management policies and practices to ensure that community expectations are met.
- Evaluation of cost and benefits of a take home car program for officers.

The current agreement provides 180 days for the consultant to complete the assessment. Staff believes this timeline is consistent with the award and programming needs to be completed by the selected architectural firm for the police expansion.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

June 20th City Council meeting

FISCAL IMPACT:

Budgeted: Y/N: Y

Fund Name: General Fund

Full Account #'s: 001-3011-421-32-06

Amount: \$109,900

Financial Considerations:

STAFF CONTACT:

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