



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

SUBJECT: Discussion and possible action regarding conceptual proposal for Utility Consultant Services

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of a 3-month agreement for interim utility services and delegation to the City Manager and City Attorney to negotiate a final professional services agreement predicated on the business terms contained and approved in the conceptual proposal.

BACKGROUND OF ITEM:

Mr. Raj Verma has given his notice of resignation as Utility Director and his last day working for the city is January 19, 2023. With Raj now leaving we have 15 vacancies in the Utilities Department out of 43 budgeted positions. There is a need for additional assistance during this period of transition as we seek out a new Utilities Director. This resource will work closely with the City Manager and our Assistant Director Hamid Nikvan as we move forward within the department. The city received two proposals for services. Unfortunately, the first proposal was for someone who could only commit to 20 hours of assistance per week, which was not a viable option given the number of vacancies we currently have within the department. The proposal attached for your review is for a full time professional in the industry via the Jacobs firm to serve as an interim utilities director while we work through our search for a new director.

PROCUREMENT:

This engagement is a professional service pursuant to Sec. 2-258(g) of the Code. This provision gives the manager the discretion to recommend the engagement of someone with particular expertise when it is deemed to be in the city's best interests.

FISCAL IMPACT:

<u>Position</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
	450-950-531100536	\$70,000	\$140,000	***

ALTERNATIVES:

Name Assistant Director or someone else Acting Director at this time.

ATTACHMENTS:

1. Jacobs Conceptual Proposal for Utility Consultant Services

*** Budget Transfer Notification Pending under City Manager's Report from salaries to professional services.