

CITY OF DICKINSON PUBLIC WORKS DEPARTMENT EVALUATION AND RECOMMENDATIONS									
Task	Description	Rebecca Berner, PE Principal Engineer		Jason Elletson Certified Operator		Maria Tomac Senior Engineer		Katie Aitchison Technical Writer	
		Hours	Costs	Hours	Costs	Hours	Costs	Hours	Costs
1	PROJECT MANAGEMENT		\$ 280.00		\$ 152.00		\$ 242.00		\$ 197.00
1.1	Meet with the City Administrator and Team for Kickoff + 2 Additional	6	\$ 1,680.00						
1.2	Meet with Interim Public Works Director + 2 Additional	6	\$ 1,680.00						
1.3	Review Job Descriptions and Organizational Chart Responsibilities	24	\$ 6,720.00						
1.4	Meet with key staff to discuss processes, position responsibilities and SOPs	8	\$ 2,240.00						
1.5	Coordinate with Finance, Engineering and HR as needed	4	\$ 1,120.00						
2	ORGANIZATIONAL STRUCTURE AND MANAGEMENT OF WORK								
2.1	Evaluation of Actual responsibilities vs. planned responsibilities	8	\$ 2,240.00						
2.2	Consideration of Standard Operating Procedures	20	\$ 5,600.00	18	\$ 2,736.00	12	\$ 2,904.00		
2.3	Review Staffing Levels and Skill Alignment	16	\$ 4,480.00						
2.4	Review Uses for Brightly System	8	\$ 2,240.00						
2.5	Audit by Division to consider span of work and priorities	24	\$ 6,720.00						
2.6	Review of Interdepartmental Communication	8	\$ 2,240.00						
2.7	Budget Review vs. Work Priorities	16	\$ 4,480.00						
2.8	Review software system use for Solid Waste	4	\$ 1,120.00						
2.9	Review full scope of facilities managed	16	\$ 4,480.00						
3	PERFORMANCE AND ACCOUNTABILITY								
3.1	Development of Updated KPIs	12	\$ 3,360.00						
3.2	Review and Evaluate Equipment Use Requirements and Verify Compliance	16	\$ 4,480.00						
3.3	Work Order System Use Evaluation - Expansion or contraction of system	16	\$ 4,480.00						
3.4	Verification and Review of Regulatory Compliance (includes safety)	4	\$ 1,120.00	32	\$ 4,864.00	14	\$ 3,388.00		
3.5	Review of Work vs. SOPs	21	\$ 5,880.00						
4	REPORT AND CONCLUSIONS								
4.1	Develop a SWOT analysis	16	\$ 4,480.00					4	\$ 788.00
4.2	Develop recommendations for changes to Organizational Chart	2	\$ 560.00						
4.3	Recommendations for Prioritization of Work	4	\$ 1,120.00						
4.4	Recommendations for Interdepartmental Communications and Timing	2	\$ 560.00						
4.5	Recommendations for Performance Measures	4	\$ 1,120.00						
4.6	Recommendations for Staffing Levels and Responsibilities	4	\$ 1,120.00						
4.7	Recommendations for Training	2	\$ 560.00						
4.8	Development of a Final Report	5	\$ 1,400.00					16	\$ 3,152.00
	TOTALS	276	\$ 77,280.00	50	\$ 7,600.00	26	\$ 6,292.00	20	\$ 3,940.00

\$ 95,112.00

ODCs

Mileage - \$0.85