

MAYOR AND COUNCIL COMMUNICATION

DATE: June 20, 2023

TO: Mayor and Council

FROM: Lisa Hernandez, Human Resources Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Presentation by Fitch & Associates on the RFP for Standards of Cover Assessment and Utilization Study

SPONSOR(S): N/A

PURPOSE

To select a Firm to conduct a staffing assessment and utilization study on the city's current and future staffing needs specific to the Police Department, Fire/EMS Department, and Public Works Department, and Authorizing the City Manager to enter into a contract for said professional services.

The services in response to the request of proposal provides expertise in identifying department organizational structure, staffing, operations, performance, programs and resources available to support community services, current and future impacts and growth for short- and long-range planning.

The committee was comprised of Police Chief Gonzalez, Assistant Fire Chief Burnside, Assistant Public Works Director Dimaline, and Human Resources Director Hernandez. The committee evaluated each firm individually and completed a matrix using an average score calculation.

FISCAL IMPACT

The city's fiscal impact for the selection of Fitch & Associates to conduct the staffing assessment and utilization study for all three (3) departments is a combined not to exceed fee of \$75,000.

RECOMMENDATION

Final consideration is at the discretion of the City Council.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary