



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 11, 2017**

FROM: INTERNAL AUDIT DIVISION **WARDS: ALL**

SUBJECT: MAYOR'S OFFICE PERFORMANCE ASSESSMENT AND FINANCIAL EXPENDITURE REVIEW PREPARED BY MATRIX CONSULTING GROUP – REVIEW OF CONSULTANT'S FINDINGS AND RECOMMENDATIONS

ISSUES:

Review the findings and recommendations of the consultant on the City Council directed Performance Assessment and Financial Expenditure Review for the Mayor's Office; receive and file the Mayor's Office Action Plan; and direct the Mayor's Office staff to return in one year with an update to the Action Plan.

RECOMMENDATIONS:

That the City Council:

1. Receive the findings and recommendations of the consultant on the City Council directed Performance Assessment and Financial Expenditure Review of the Mayor's Office;
2. Receive and file the Action Plan prepared by the Mayor's Office staff; and
3. Direct the Mayor's Office staff to return in one year with an Action Plan update.

BACKGROUND:

On July 25, 2015, the City Council endorsed the Performance Assessment and Financial Expenditure Review program, providing for comprehensive and independent reviews of all departments by qualified experts on a five year rotating basis. The Mayor's Office requested to be included in the FY2016/17 review.

On October 18, 2016, the City Council approved, at staff's recommendation, specific items to be included in the scope of work for the review of the Mayor's Office.

On November 1, 2016, a Request for Proposals (RFP) was issued to seek proposers to provide an independent review of the Mayor's Office.

On February 7, 2017, the City Council approved a Professional Consultant Services Agreement with Matrix Consulting Group, LTD (Matrix) to conduct the performance assessment and financial expenditure review of the Mayor's Office.

DISUCCSION:

The performance assessment and financial expenditure review of the Mayor's Office has been completed by Matrix (Attachment 1). Mr. Alan Pennington, the Vice President of Matrix, will present a summary report (Attachment 3).

The Mayor's Office has completed an Action Plan in response to Matrix's ten (10) recommendations (Attachment 2).

FISCAL IMPACT:

There is no fiscal impact associated with review of the Matrix report and the Mayor's Office Action Plan at this time.

Prepared by: Cheryl Johannes, Internal Audit Manager
Certified as to
availability of funds: Scott Miller, PhD, Chief Financial Officer/City Treasurer
Approved by: Marianna Marysheva, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Matrix Consulting Group Performance Assessment and Financial Expenditure Review of the Mayor's Office – Final Report
2. Mayor's Office Action Plan to Findings and Recommendations
3. Presentation