



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 19, 2018

FROM: CITY MANAGER'S OFFICE WARDS: ALL

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH FRANK HAUPTMAN DBA HAUPTMANN & ASSOCIATES TO PROVIDE COMMUNITY POLICE REVIEW COMMISSION CONSULTANT GUIDANCE AND SERVICES FOR A TERM OF FIVE YEARS, ANNUAL AMOUNT TO JUNE 30, 2021 IS NOT-TO-EXCEED \$105,000 WITH ANNUAL COMPENSATION ADJUSTMENT STARTING JULY 1, 2021, TO REFLECT THE PERCENTAGE INCREASE, IF ANY, IN THE CONSUMER PRICE INDEX FOR THE RIVERSIDE-SAN BERNARDINO-ONTARIO STANDARD METROPOLITAN STATISTICAL AREA

ISSUE:

Approval of the Professional Consultant Services Agreement with Frank Hauptman DBA Hauptmann & Associates to provide Community Police Review Commission consultant guidance and services for a term of five years, annual amount to June 30, 2021 is not-to-exceed \$105,000 with annual compensation adjustment starting July 1, 2021, to reflect the percentage increase, if any, in the Consumer Price Index for the Riverside-San Bernardino-Ontario Standard Metropolitan Statistical Area.

RECOMMENDATIONS:

That the City Council:

1. Approval of Professional Consultant Services Agreement with Frank Hauptman DBA Hauptmann & Associates to provide Community Police Review Commission consultant guidance and services for a term of five years, annual amount to June 30, 2021 is not-to-exceed \$105,000 with annual compensation adjustment starting July 1, 2021, to reflect the percentage increase, if any, in the Consumer Price Index for the Riverside-San Bernardino-Ontario Standard Metropolitan Statistical Area; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Hauptmann & Associates, including making any minor, non-substantive changes.

BACKGROUND:

The Community Police Review Commission (CPRC) was created by City Ordinance in April 2000 and was incorporated into the Charter, Section 810 in 2005. The CPRC conducts a variety of oversight activities for the Riverside Police Department (RPD), including reviewing and investigating deaths of any individual arising out of or in the connection with actions of a police officer and conducting hearings on filed complaints.

Over the years, the Commission's work has become an invaluable tool to the City, residents and RPD. The CPRC currently receives guidance and oversight from Frank Hauptmann & Associates (Consultant).

On August 28, 2012, City Council approved the Professional Services Agreement with Hauptmann and Associates, in an amount not to exceed \$100,000 per year, to provide consultant guidance and services to the Community Police Review Commission for the term September 1, 2012, through August 31, 2013, with two option one year periods.

On August 11, 2015, City Council approved a Professional Consultant Services Agreement with Hauptmann & Associates, in an amount not-to-exceed \$105,000 per year, to provide consultant guidance and services to the City's Community Police Review Commission for July 1, 2015, to June 30, 2016, with two optional one year extensions.

DISCUSSION:

The Agreement expires on June 30, 2018. The City is pleased with the services that been rendered by Consultant and proposes renew services for five years for an annual amount not-to-exceed \$105,000 for FY18/19 and FY19/20, with annual compensation adjustments starting July 1, 2021, to reflect any increases in the Consumer Price Index for the Riverside-San Bernardino-Ontario Standard Metropolitan Statistical Area.

Waiver of Selection Process Statement and Justification

The City Manager is requesting a waiver of the City's consultant selection process under the Purchasing Resolution 23256, Section 702:

- (t) When approved by the Manager, Services not subject to the bidding requirements of Section 1109 of the City Charter, which are of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City, in which case the Manager shall be authorized to negotiate with any Person or Persons for the Procurement thereof upon the price, terms and conditions need by the Manager to be in the best interest of the City and in doing so may utilize Informal Procurement or Negotiated Procurement process.

The Community Police Review Commission is unique among the city Boards and Commissions and requires highly specialized staffing and management. Frank Hauptmann & Associates has provided excellent management services to the Community Police Review, and it is in the best interest of the City to renew the Professional Consultant Services Agreement with Frank Hauptmann & Associates.

The Purchasing Manager concurs that the recommended action to award complies with Purchasing Resolution 23256.

FISCAL IMPACT:

The total Agreement is for an amount not-to-exceed \$105,000. Sufficient funds have been included in the FY18/19 and FY19/20 budgets for the City Manager's Office, Community Police Review Professional Services account number 1125000-421000. Agreement extensions will be included in future years' budget.

Prepared by: Alexander T. Nguyen, Assistant City Manager
Certified as to
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Professional Consultant Services Agreement