



*City of Arts & Innovation*

# Inclusiveness, Community Engagement & Governmental Affairs Committee

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**TO: INCLUSIVENESS, COMMUNITY ENGAGEMENT & GOVERNMENTAL AFFAIRS COMMITTEE MEMBERS**      **DATE: APRIL 7, 2021**

**FROM: CITY MANAGER'S OFFICE**      **WARDS: ALL**

**SUBJECT: PERFORMANCE ASSESSMENT AND FINANCIAL REVIEW OF THE FIRE DEPARTMENT**

## **ISSUES:**

Receive a report from Fitch & Associates, LLC regarding the performance assessment and financial review of the Fire Department.

## **RECOMMENDATIONS:**

That the Governmental Affairs Committee receive a report from Fitch & Associates, LLC regarding the performance assessment and financial review of the Fire Department.

## **BACKGROUND:**

On September 17, 2019, City Council approved a Professional Consultant Services Agreement (Agreement) with Fitch & Associates, LLC to perform a performance assessment and financial review of the Fire Department for a term through June 30, 2020 in the amount of \$59,999. The scope of the Agreement includes:

1. Performance Assessment:
  - a. Organizational structure and potential for consolidation of administrative functions; grants management.
  - b. Management system – effectiveness of current resources; enhancements.
  - c. Interdepartmental communication and collaboration.
  - d. Benchmarks, best practices and other performance indicators of program and service effectiveness.
2. Financial Expenditures Review:
  - a. Review of overtime expenditures over the three-year period of Fiscal Years 2016, 2017 and 2018. Assess compliance with relevant City overtime policies and internal controls.
  - b. Review specific non-personnel expenditure transactions over the three-year period of Fiscal Years 2016, 2017, 2018. Assess compliance with relevant City procurement policies for professional services contracts and maintenance services contracts.

On December 15, 2020, City Council approved a First Amendment to the Agreement with Fitch to extend the term of the agreement. All other terms and conditions of the agreement remained unchanged.

**DISCUSSION:**

Fitch & Associates, LLC will provide a presentation on their findings during the performance assessment and financial review of the Fire Department.

**FISCAL IMPACT:**

There is no fiscal impact related to the receipt of this informational report.

Prepared by:	Lea Deesing, Assistant City Manager
Certified as to availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Al Zelinka, FAICP, Assistant City Manager
Approved as to form:	Kristi J. Smith, Interim City Attorney

Attachment:

1. Audit Summary Report
2. Presentation