



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR & CITY COUNCIL DATE: MAY 11, 2021

FROM: CITY MANAGER'S OFFICE WARDS: ALL

SUBJECT: PERFORMANCE ASSESSMENT AND FINANCIAL REVIEW OF THE FIRE DEPARTMENT

ISSUES:

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

RECOMMENDATIONS:

That the City Council receive a report and presentation from Fitch & Associates, LLC regarding the performance assessment and financial review of the Fire Department.

COMMITTEE RECOMMENDATIONS:

On April 7, 2021, the Inclusiveness, Community Engagement and Governmental Processes Committee met with Chair Melendrez, Vice Chair Fiero and Member Conder present to receive a report and presentation from Fitch & Associates, LLC regarding the performance assessment and financial review of the Fire Department. No action was taken on this item.

BACKGROUND:

On September 17, 2019, City Council approved a Professional Consultant Services Agreement (Agreement) with Fitch & Associates, LLC (Fitch) 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 through March 31, 2021. All other terms and conditions of the agreement remained unchanged.

DISCUSSION:

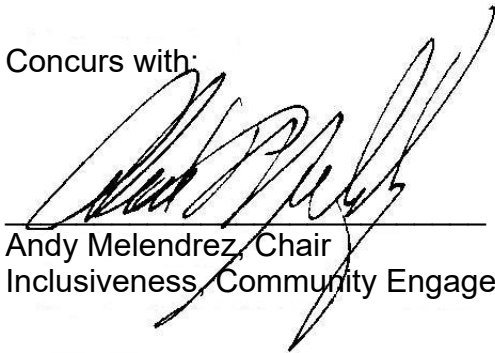
Fitch will provide a presentation to the City Council their findings from the performance assessment and financial review of the Fire Department.

FISCAL IMPACT:

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

Prepared by:	Donna Finch, Principal Management Analyst
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Lea Deesing, Assistant City Manager
Approved as to form:	Kristi J. Smith, Interim City Attorney

Concurs with:



Andy Melendrez, Chair
Inclusiveness, Community Engagement and Governmental Processes Committee

Attachment:

1. Summary Report
2. Presentation