



# **CITY COUNCIL AGENDA REPORT**

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**MEETING DATE:** May 17, 2011

**ITEM NUMBER:**

**SUBJECT:** EXTENSION OF EXISTING PROFESSIONAL SERVICES AGREEMENT WITH MANAGEMENT PARTNERS FOR INTERIM MANAGEMENT ASSISTANCE

**DATE:** MAY 11, 2011

**FROM:** CHIEF EXECUTIVE OFFICE

**PRESENTATION BY:** THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

**FOR FURTHER INFORMATION CONTACT:** DANIEL K. BAKER AT (714) 754-5156

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## **RECOMMENDATION**

Staff recommends that the City Council authorize the City CEO to extend the existing Professional Services Agreement (Attachment A) with Management Partners Inc., for Interim Management Assistance, in an amount not to exceed \$120,000.

## **BACKGROUND**

In March of 2011, the City entered into two (2) Professional Services Agreements (PSA) with Management Partners Inc. The first PSA was for an organizational review of the Police Department, which is currently near completion. The second PSA was to provide the city with interim management assistance.

The PSA for interim management assistance stated that Management Partners was to provide the City with between 16 and 20 hours per week of interim management services. The total contract amount was a not exceed \$25,000.

In April of 2011, Administrative Services Director, Steve Mandoki, separated from the City and Ms. Tamara Letourneau, Senior Manager with Management Partners, was named Interim Administrative Services Director under the existing PSA.

Ms. Letourneau is currently providing 30 hours a week of management assistance as the Interim Administrative Services Director. Due to the increase of hours, the funds originally allocated in the original PSA will be expended as of May 20, 2011.

Therefore, staff recommends increasing the existing PSA with Management Partners to compensate for additional responsibilities associated with the Interim Administrative Services Director position.

## **ANALYSIS**

Although this position is slated for outsourcing it was determined that Ms. Letourneau could provide the necessary managerial experience to complete the FY 11-12 budget process as well as oversee the development of the required Requests for Proposal for outsourcing of certain Administrative Services Department functions.

Increasing the existing PSA will allow Management Partners and Ms. Letourneau to continue to provide the City with the necessary managerial experience to complete the above mentioned tasks.

**ALTERNATIVES CONSIDERED:**

An alternate consideration would be to not fill the Administrative Services Director Position. The responsibilities listed above and all other duties originally assigned to the position will be allocated to existing staff for completion. Given the high volume workload of existing staff this is not a feasible alternative. In addition, the CEO could administratively fill the position with an interim employee or another consultant.

**FISCAL REVIEW:**

Currently, at top step salary as budgeted, the Administrative Services Director position has a total compensation of \$119.91 per hour. Based upon an 80 hour pay period and 16 pay periods left in 2011, the total compensation for the Administrative Services Director Position equates to approximately \$153,000.

Comparatively, Ms. Letourneau is currently providing 30 hours a week as the interim Administrative Services Director. The firm of Management Partner's hourly rate is \$120 per hour plus expenses. Based upon a 60 hour pay period and 16 pay periods left in 2011, the total compensation for the Interim Administrative Services Director Position equates to approximately \$120,000, which includes up to approximately \$3,700 in mileage reimbursement.

**LEGAL REVIEW:**

No legal review is required for this item.

**CONCLUSION:**

Staff recommends that the City Council authorize the City CEO to extend the existing Professional Services Agreement (Attachment A) with Management Partners Inc., for Interim Management Assistance, in an amount not to exceed \$120,000 for the remainder of 2011.

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DANIEL K. BAKER  
Management Analyst

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TERRY MATZ  
Interim Assistant Chief Executive Officer

ATTACHMENTS: 1 [Professional Services Agreement with Management Partners Incorporated. for Interim Management Assistance](#)