



# **CITY COUNCIL AGENDA REPORT**

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**MEETING DATE:** July 19, 2011

**ITEM NUMBER:**

**SUBJECT: EXTENSION OF EXISTING PROFESSIONAL SERVICES AGREEMENT WITH GROWTHPORT PARTNERS FOR EMPLOYMENT RELATED PROFESSIONAL SUPPORT SERVICES**

**DATE: JULY 1, 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 1) with GrowthPort Partners Inc. (GrowthPort), for employment related professional support services, in an amount not to exceed \$100,000 through June 30, 2012.

## **BACKGROUND:**

In March of 2011, the City entered into a Professional Services Agreement (PSA) with GrowthPort Partners Inc. to provide the City of Costa Mesa with additional employment-related professional support services.

The PSA for support services stated that GrowthPort Partners was to provide the City with an analysis of ways to strengthen and improve the City's existing human resources, organizational, management, compensation, employee benefits and safety infrastructure, as well as provide additional situational advice and counsel to the transitioning management team. The total contract amount was a not to exceed \$50,000.

Since March 2011, GrowthPort has provided assessments and support services to the City which includes, but is not limited to:

- Review and Assessment of Open Workers' Comp. Claims & TPA Services
- Payroll Process Assessment
- Compensation and Benefits Assessment-Private Sector Comparison & Analysis
- Unemployment Insurance Assessment and Projected Savings
- IT Function Assessment
- Human Resources Function Assessment
- Telecommunications/Dispatch Departmental Assessment
- Weekly Strategic Planning Meetings with CEO Tom Hatch and Management Team
- Career Transition Skills Workshops for Managers and Laid-Off Employees-In progress
- 2010/11 Layoff Process Review and Recommendations

**ANALYSIS:**

GrowthPort will continue with its existing assessments and over the coming months will also provide the City with additional services that will include serving as a participant for the selection committees that will be: 1) reviewing the various responses to the City's RFP's; 2) scoring the most qualified vendors to perform the proposed work; and 3) communicating the reasons for any recommendations in writing.

Increasing the existing PSA will allow GrowthPort Partners to continue to provide the City and management team with the necessary additional professional support services to ensure that the City of Costa Mesa can and will make the most appropriate business decisions. The CEO will assign and direct the work based upon the needs of the organization.

**ALTERNATIVES CONSIDERED:**

An alternative would be to not increase the existing PSA. 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. Additionally, the CEO could administratively fill the position with an interim employee or another consultant.

**FISCAL REVIEW:**

The extension of funding for additional support services will allow the City to utilize GrowthPort's professional expertise until the end of this fiscal year. Funds will be used from the newly approved budget where consulting services were included in the administrative Services Department.

**LEGAL REVIEW:**

If approved, the existing PSA would be amended in a form approved by the City Attorney. (Attachment 2)

**CONCLUSION:**

Staff recommends that the City Council authorize the City CEO to extend the existing Professional Services Agreement (Attachment 1) with GrowthPort Partners Inc., for employment related professional support services in an amount not to exceed \$100,000 for the remainder of this fiscal year.

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DANIEL K. BAKER  
Management Analyst

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TERRY MATZ  
Interim Assistant Chief Executive Officer

ATTACHMENTS:    1    [Existing Professional Services Agreement](#)  
                          2    [Amendment One Professional Services Agreement](#)