



# CITY OF CARSON

## Legislation Text

File #: 2018-061, Version: 1

### Report to Mayor and City Council

Tuesday, February 06, 2018

Consent

#### **SUBJECT:**

**CONSIDER APPROVAL TO AMEND CONTRACT WITH THE ORGANIZATIONAL NETWORK, A DIVISION OF THE COUNSELING TEAM INTERNATIONAL, INC, TO INCREASE THE CONTRACT AMOUNT BY, NOT TO EXCEED, \$50,900 (CITY COUNCIL)**

#### **I. SUMMARY**

The City Manager, under his authority, approved an agreement not to exceed the maximum amount of \$25,000 to allow for a jobs analysis, training and counseling regarding the Public Works Maintenance Supervisors to establish a high performing model to provide a Team Balance Leadership Tool for management review and analysis of the strengths and challenges in the Public Works Maintenance Division.

Staff would like to continue these services for the Community Services Department, and also include in the scope of services job matching services related to critical city-wide hiring decisions the City will be making in the coming year. The proposed contract amendment will increase the contract sum by \$50,900 for a total contract not to exceed amount of \$75,900, and also extend the term of the agreement through December 31, 2018.

#### **II. RECOMMENDATION**

APPROVE the contract amendment to the agreement with The Organizational Network, a Division of The Counseling Team International.

#### **III. ALTERNATIVES**

Take another action the City Council deems appropriate.

#### **IV. BACKGROUND**

In 2017, Dr. Jim Hart, Assistant City Manager, met with Consultant Wayne McAfee to discuss a series of issues within the Department of Public Works Maintenance Division. The Consultants conducted a series of meetings with the former Public Works Operations Manager and Supervisory employees from the Public Works Maintenance Division. Data was collected and a Critical Factor Survey was provided illustrating variances of opinions and styles and also identified some unity and common ground. This led to a series of Public Works Supervisor work sessions to develop a cohesive and high performing team. Over the past few months, by most metrics, things have improved and the Supervisory staff has become more cohesive. Both the City Manager and Assistant City Manager would like to see continued progress with a slightly adjusted intervention strategy that includes assistance with the Community Services Department to help strengthen that Department's management and supervisory team.

In addition, the City will be making some critical hiring decisions in 2018. In particular, the Consultant will assist the City with the hiring process for the positions of City Manager, Assistant City Manager, and Human Resources Director by working with the current City Manager and the City Council to develop ideal job candidate profiles for these positions. Staff believes adding a job matching strategy will be beneficial to the City's hiring process. The validated reliable data received from the assessments prepared by the Consultant will help narrow down variances and differences among candidates in a quantifiable way. The Job Analysis Survey tool used by the Consultant has been used by several companies and cities and has proven to be valuable in selecting the person who best fits the organization's needs.

## **V. FISCAL IMPACT**

Cost for additional supervisor work sessions, Community Services Department and individual coaching sessions, including assessment tools, data collection and analysis, will increase the existing contract sum by \$50,900 from the current \$25,000 to \$75,900, and extend the term of the agreement through December 31, 2018.

Funds are included in the adopted FY 2017-18 budget to cover these costs through salary savings from vacant positions.

## **VI. EXHIBITS**

- 1 Amendment to the Agreement (Pgs. 3-9)
- 2 Proposal from the Organizational Network (Pgs. 10-11)
- 3 Agreement with The Organizational Network, a Division of the Counseling Team International (Pgs. 12-31)

Prepared by: Rick Gomez, Interim Project Manager