

SANDY CITY COUNCIL POLICY OUTLINING AND REQUIRING PERIODIC ADMINISTRATIVE MANAGEMENT STUDIES

PURPOSE

For the City Council to be appropriately informed that each department has adequate resources, organizational structure, and staffing levels it is essential the Council uses its powers, as outlined in Utah Code 10-3b-203, to periodically review municipal administration. In order to properly review municipal administration and to make prudent decisions related to appropriations and legislative policy the Council shall involve a third-party subject matter expert to perform periodic administrative management studies of each department.

PROCESS

Periodically the Sandy City Council office shall issue a Request for Proposal (RFP) to identify and hire a professional consultant to conduct administrative management studies. The process for this policy shall be as follows:

1. Within 90 days of the adoption of this policy, and then again, every 10 years beginning in January of 2030, the Council shall adopt a ten-year Management Study Schedule outlining which five City Departments and/or divisions will be studied that decade. This schedule is meant to inform and prepare departments and divisions for their individual Management Study.
2. Each fiscal year beginning in 2024 the Council shall appropriate no less than \$50,000 within the City Council Office budget to be used towards professional services related to these management studies. Over two fiscal years this amount shall be sufficient to cover the expenses associated with this policy. In some instances, additional funding may be required.
3. In the year of any particular department's management study the City Council Executive Director shall work closely with the City Council, the Administration, and the department's leadership to draft an RFP ensuring that:
 - a. The RFP and study addresses information that is relevant and important to the City Council
 - b. The RFP and study are relevant to the department's needs and concerns.
 - c. The department can provide the necessary time, personnel, and information for the study.
4. No later than September 30th of each even numbered fiscal year, the City Council Executive Director shall issue an RFP for a management study of the appropriate department, as dictated within the Management Study Schedule. In compliance with all City purchasing procedures the Joint Review Team (as organized through this Policy) shall award a contract.
 - a. A qualified applicant shall be a subject matter expert and is responsible for:

- i. Meeting all requirements as described within the RFP, designing the study, conducting interviews and surveys, reviewing best practices, analyzing departmental data, and making recommendations.
- ii. Providing a comprehensive report of the study to the Council, City Administration, the Department being studied, and the public.

5. Joint Review Team

- a. The Joint Review Team shall be made up of 12 individuals: Seven City Council Members, The City Council Executive Director and Assistant Director, The Chief Administrative Officer, and the Department/Division Director and Assistant Director of the Department/Division being studied.
- b. Each member of the Joint Review Team shall review each application sending their top 3 applicants to the City Council Executive Director.
- c. Each applicant that is included in the top 3 of a simple majority of the Joint Review Team shall be interviewed by the Joint Review Team.
 - i. The Joint Review Team shall be divided into three groups (4 to each group).
 - ii. Each group shall interview all selected applicants.
 - iii. Following each interview every applicant shall be scored according to a process determined at the time the RFP is issued.
 - iv. The applicant with the highest score shall be awarded the contract.

OUTCOME

The management study reports will be used by both the City Council, the Administration, and the department to provide information and context for ensuing organizational planning, personnel decisions, and budget requests. In addition to the benefits provided to each department, elected officials, and city leadership, Sandy residents will benefit from enhanced trust that each city department is being effective and efficient with their tax dollars.

Adopted: May 30, 2023

Amended: NA