



# Sandy City Council Office

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To: Sandy City Council

From: Marci Houseman – Council At Large

Date: May 9<sup>th</sup>, 2023

Subject: Periodic Administrative Management Studies Proposal

Fellow Councilmembers, Utah Code 10-3b-203 gives authority in the Mayor-Council form of government for the City Council to periodically review municipal administration. It is in our best interests to ensure all city departments have adequate resources, organizational structure, and staffing levels to perform their duties. Also, in our interest, is having adequate information when tasked with making difficult funding and staffing decisions during the budget process. To obtain this information in a consistent, unbiased, and professional manner I believe hiring a third-party subject matter expert to conduct a thorough study is most prudent.

Periodic administrative management studies by the city council are an appropriate means to identify areas of improvement and to maximize the efficient use of resources and staff. I recognize the need to work closely with each department to ensure the assessments are relevant to each department's needs and concerns. I propose the City Council and council staff work with each department to plan the management study, to identify the specific areas of focus and ensure the necessary information is available for the study.

Additionally, the City Council will be solely responsible to issue a Request for Proposal (RFP) to identify and hire a professional consultant to conduct the management study. The City Council will review the proposals and select a qualified subject matter expert. The consultant will then be responsible for designing the study, conducting interviews and surveys with department staff, analyzing data, and providing recommendations based on the findings. Each study will be made public and provided to the Council, Mayor, City Administration.

To fund this proposal each annual budget shall set aside no less than \$50,000 in funding for management studies. Over a two-year period, this will provide sufficient funding for consistent periodic reviews of city departments. The Council will also establish a schedule of departments for study to ensure each department will have its opportunity for review. It's anticipated that each department will utilize these reports for future organizational planning, personnel decisions, and budget requests. These reports will also provide added assurance to the public that each department has the resources and personnel needed to provide a high level of service to residents.