



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: September 11, 2012, 6:30PM

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Policy & Procedure Review

The Council is asked to consider the subject of a comprehensive review of existing policies and procedures and to produce recommendations for updates, clarifications and revisions for future Council consideration.

Attachments: Proposal from Lando & Associates

Recommendation:

Authorize the Mayor to sign a contract with Lando & Associates for a comprehensive review and update of Biggs policies and procedures, not to exceed \$7,500.00.

Direct city staff to assist in the review and update of City of Biggs policies and procedures, and to bring proposed revisions back to Council in the future for consideration, direction and possible approval.

Fiscal Impact:

Highest anticipated cost \$7,500.00.

Background:

Aside from municipal code, state and federal law, city operations rely upon various written policies and procedures.

At the conclusion of his interim City Administrator service, Tom Lando noted the important need to clarify and update various policies and procedures and advised that a comprehensive review and update be undertaken.

My own review of some existing policies and procedures has confirmed that such a review and update would be extremely helpful in moving city operations forward in a constructive, efficient and legally prudent manner. I firmly believe that the City would benefit by an expedient and thorough review and update of its policies and procedures.



Mark Sorensen, City Administrator

September 5, 2012

Mark Sorensen
City Administrator
City of Biggs
PO Box 307
Biggs, California 95917

Dear Mark,

Attached please find a proposal to work with you, the City Attorney and the City Council to review and update the City's policies and procedures. I have provided an estimate of time but also have provided an hourly rate since the work will vary greatly depending on the full scope of the work.

I appreciate the opportunity to work with the City.

Sincerely,



Tom Lando

Proposal to write/rewrite administrative policies for the City of Biggs

Review Existing Policies and Procedures

Spend time reviewing existing policies to both identify areas where updating is necessary and areas where no policy currently exists. Working with the City Administrator, City Attorney and as appropriate City Council to identify areas of policy need and focus including areas which have already been identified including but not limited to:

Vehicle Use

Access to City Facilities

Property Inventory

Purchasing

Vehicle Fueling

Policy Update Creation

Based upon review by the City Administrator and City Attorney, schedule a work session with City Council to agree upon policy approach and initial content, provide a Policy and Procedure binder for the City of Biggs. These policies will include a review of best practices from other communities.

Schedule:

The work can begin as soon as directed by the City Administrator. It is expected the work will take 60 to 120 days after authorization (depending on scheduling of work session and staff review)

Estimated Cost

I would propose to charge \$75/hour. My initial time estimate is 100 hours, but this could certainly change depending on the complexity and number of the policies desired.