

Agenda Report

March 25, 2024

TO: Honorable Mayor and City Council

FROM: City Clerk

SUBJECT: AUTHORIZATION TO AMEND PURCHASE ORDER NO. 1241265 WITH BAKER TILLY US, LLP, FOR PROFESSIONAL CONSULTANT SERVICES TO SUPPORT THE CHARTER STUDY TASK FORCE IN ITS REVIEW OF CITY GOVERNANCE ISSUES, INCREASING THE NOT-TO-EXCEED AMOUNT BY \$45,000, FROM \$95,000 TO \$140,000

RECOMMENDATION:

It is recommended that the City Council:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the Common-Sense Exemption, which states that CEQA only applies to projects that may have an effect on the environment; and
- (2) Authorize the City Clerk to amend Purchase Order 1241265 with Baker Tilly US, LLP, for professional consultant services to the Charter Study Task Force in its review of City Governance issues, increasing the not-to-exceed amount by \$45,000, from \$95,000 to \$140,000.

BACKGROUND:

On October 16, 2023, the City Council authorized a purchase order with Baker Tilly US, LLP, for professional consultant services to support the Charter Study Task Force in its review of City Governance issues in an amount not-to-exceed \$95,000. The Charter Study Task Force and Baker Tilly have been working on the City Council's assigned scope and charge since late November/early December 2023.

As part of the scope of work for the consultant, Baker Tilly is required to provide staff support to the Task Force, including research as needed and directed by the Task Force, compile data and gather information from various sources (including information from Charter cities and other municipalities, the League of California Cities, etc.), analyze data and information gathered, and present written and oral information to the Task Force to facilitate and support their deliberations of each Charter Study topic.

To date, the consultant has researched, prepared, and presented information to the Task Force at meetings held on December 9, 2023, January 20, 2024, February 7 and

February 22, 2024, and March 14, 2024. Topics covered include the City Council vacancy appointment and special elections process; the roles, term, and responsibilities for the position of Vice Mayor; Mayor and City Council term limits (including where such limits exist and impacts/benefits to cities); and the timing of elections and vacancy process for the Mayor. The Task Force must still complete their discussion and finalize a recommendation related to the Mayor's position (election timing), and has yet to discuss in depth the issues of Council Compensation and Campaign Finance and Contribution Limits.

At the end of the process, and following a review and decision by the Task Force on what to recommend to the City Council, a final report will be drafted by the consultant, City staff, Chair and Vice Chair for presentation and consideration by the Task Force. Once approved, the Final Report of the Task Force will be submitted to the City Council for discussion, consideration, and action on how to proceed.

Additional Funds Needed to Complete Remaining Scope of Work


Due to the nature of the information requested by the Task Force, the consultant's time has been spent doing extensive research (which is time-intensive) to provide information supporting the deliberative process of the Task Force. Of the City Council approved authorization for Purchase Order No. 1241265 in an amount not-to-exceed \$95,000, a little less than \$15,000 remains available to spend. In City staff's and Baker Tilly's estimation, and based on the remaining topics (including work related to research and analysis, agenda report preparation, and meeting attendance and participation), it is believed that an additional not-to-exceed amount of \$45,000 will sufficiently cover the expected costs of service to complete this effort, including preparation and presentation of the Task Force's Final Report to the City Council.

FISCAL IMPACT:

The total cost for supporting the work of a Charter Study Task Force is now estimated by City staff to be approximately \$185,000. This amount includes expenditures for meeting support, video broadcasting, and translation services, as well as funds to cover the proposed purchase order with Baker Tilly for a not-to-exceed amount of \$140,000 for consulting services.

Funds to cover anticipated expenses for the proposed action currently exist within the City Clerk's FY 2024 adopted Elections Budget, Account 10113002. Based on final costs for the March 5, 2024 Pasadena Primary Municipal Election, staff will return to the City Council if additional funds are needed to cover City elections and Charter Study.

Respectfully submitted,



Mark Jomsky
City Clerk