

Item A-6

Memo

To: Council Members
From: Michael Sears, Budget & Policy Analyst
Date: April 4, 2002
Re: **Management & Performance Review of the Salt Lake City Fleet Division, Draft Report and Presentation of Part I**
CC: Rocky Fluhart, Rick Graham, Cindy Gust-Jenson, Gary Mumford, Council Staff, and Fleet Proposal Selection Committee

The Council has contracted with Apex Corporation for the Salt Lake City Fleet Division Management & Performance Review. Apex Corporation was chosen from a group of eight applicants who submitted proposals in response to the Fleet Management & Performance Review Request for Proposals (RFP). The full RFP is attached for Council Member review. You will note that the City requested that the project be completed in two phases.

Apex Corporation has provided for Council review the attached booklet that contains exhibits and analysis summarizing their preliminary findings regarding the management and performance of the City's Fleet Division. All requested reviews and considerations have been completed by the consultant for Part I. The Department of Public Services and Council staff members have reviewed the report. The consultant has worked in conjunction with City staff to finalize this report and confirm the validity of the information within the report.

Council Members may wish to note that section XV of the report contains the next steps that will need to be taken before the consultant can complete the contracted review and before the Administration can implement the suggestions of this study. There are several areas where policy decisions and implementation plans are needed.

The Council may wish to consider the following options and devise a timeline and implementation strategy for completing any recommended Council action:

Option 1: Consider the information presented in the Management & Performance Review as the full Council and consider the recommended policy decisions outlined in the report. The Council may wish to schedule several work session briefings to discuss the information that is contained in the report.

Option 2: Form a Council subcommittee to review the consultant report and make policy and implementation recommendations to the full Council. The option may allow the review of the report to occur at a possibly faster pace, depending upon scheduling. The full Council will still need to make policy decisions based on the recommendations of the subcommittee.

Option 3: Request that the Administration review the report and make policy recommendations to the Council based on the Administration's intended implementation plan. This option can be combined with both Option 1 and 2. The Council may wish to hear comments from the Department of Public Services regarding this report.

Option 4: Advise Apex Corporation on Part II of the Management & Performance Review. The consultant needs direction on Part II of the RFP, specifically to what degree the City is interested in pursuing competitive bidding. (This step can be taken after the Council has had the opportunity to review this report further.)

Option 5: Submit any questions or comments regarding the report to Council staff for follow-up and incorporation into further briefing material on the Fleet Division review.