



STAFF REPORT

DATE: May 4, 2021

REGULAR

#15

TO: Honorable Mayor and City Council

AGENDA ITEM: Consultant for Audit of Planning and Building Departments

SUBMITTED BY: Jake Dickson, Assistant City Administrator

BACKGROUND:

On February 16, 2021 the City Council authorized advertising a request for proposals for an operational audit of the Planning and Building departments. The request for proposals was advertised from February 17 to March 19. The city received 3 proposals which were reviewed by the City Administrator, Assistant City Administrator, and Planning Director. After negotiations to reduce cost, staff is recommending the selection of Baker Tilly for a fee of \$40,740.

ISSUE BEFORE COUNCIL:

Should the City Council select Baker Tilly to perform an operational audit of the planning and building departments?

PROPOSAL:

A copy of the three received proposals is included in your packet. Staff felt that Baker Tilly would provide the best service based on their expertise in Minnesota, proximity, assigned staff, and similar studies performed. If approved, staff will bring an agreement for proposed services to the City Council on May 18th.

FISCAL IMPACT:

The proposed fee is \$40,740 which exceeds the \$30,000 budgeted for this study.

OPTIONS:

- 1) Select Baker Tilly to conduct an operational audit of the Planning and Building departments.
- 2) Select another firm.
- 3) Re-advertise the Request for Proposals
- 4) Do not select a firm.

RECOMMENDATION:

“Motion to select Baker Tilly US, LLP to conduct an Operational Audit of the Planning and Building Departments and direct staff to prepare a Professional Services Agreement.”

ATTACHMENTS:

- Baker Tilly Proposal and Fee Addendum
- Novak Consulting Group Proposal
- Matrix Consulting Group Proposal