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Communication
COUNCIL: <u>Mar 20/18</u>
FAA Rpt. No. <u>3</u> Item <u>5</u>

**DATE:** March 20, 2018

**TO:** Mayor and Members of Council

**FROM:** Demetre Rigakos, Chief Human Resources Officer

**CC:** Daniel Kostopoulos, City Manager

**RE:** Finance Administration and Audit Committee Report #3 Item#5 Award of RFP 17-353 Consulting Services to Develop and Facilitate Performance Evaluation Process for the City Manager.

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**Recommendation:**

The Chief Human Resources Officer recommends:

1. That the Council receive the following communication.

**Purpose:**

The purpose of this communication is to report back to Council on the cost associated with expanding the scope of work of the recommended proponent in RFP17-353 to include the development and facilitation of a performance evaluation process for the Director, Internal Audit.

**Discussion**

At the March 5, 2018 Committee of the Whole Closed Session meeting, Council directed staff to review the possibility of expanding the scope of work of the recommended proponent, recommended through the HR Task Force, to develop and facilitate a performance evaluation process for the City Manager.

The approach Council expected was for the recommended proponent to solicit input from Council and the Director of Internal Audit as well as the City Manager and Chief Human Resources Officer and to develop and facilitate a performance evaluation process for the Director, Internal Audit, the only role in addition to the City Manager that reports directly to Council.

Staff contacted the recommended proponent and outlined the revised scope of work as directed by Council. The additional cost will be an extra \$8,000.00 in addition to original quoted amount of \$20,000 in the existing RFP response outlined in the staff report submitted to the Finance

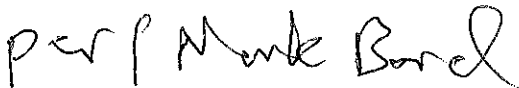
Administration and Audit Committee Report #3 Item#5 Award of RFP 17-353 Consulting Services to Develop and Facilitate Performance Evaluation Process for the City Manager.

Following Council's approval of the recommended proponent the consultant will coordinate with the Chief Human Resources Officer to ensure that the consultations with each member of Council incorporate both the process for the City Manager and the process for the Director, Internal Audit.

**Conclusion**

Staff has confirmed with the recommended proponent, that the scope of work can be amended to incorporate the development and facilitation of a performance evaluation process for the Director, Internal Audit for the additional cost of \$8,000.00. The consultations with each member of Council will be coordinated to ensure the process is as efficient as possible.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "per Demetre Rigakos". The signature is fluid and cursive.

Demetre Rigakos  
Chief Human Resources Officer

**COPY:** Daniel Kostopoulos, City Manager  
Todd Coles, Deputy City Clerk