



Memorandum

Date: May 8, 2019

To: Honorable Mayor and City Council Members

From: Albert P. Childress, 
City Manager

Subject: Agreement with Management Partners to Conduct a Citywide Organizational Study

Introduction

The Office of the City Manager respectfully request the approval of an agreement with Management Partners to conduct a Citywide Organizational Study to identify ways to improve efficiency and effectiveness within the City Departments and the organization as a whole.

Background

Management Partners is a professional management consulting firm specializing in assisting government organizations improve their operations for more than 20 years. They identify problems and best practices that reveal ways to improve operations. Founded in 1994, Management Partners has a proven track record providing clients with professional expertise in all aspects of local government management because their staff includes leaders and managers with practical experience in local government operations.

The Management Partners Team consist of the following qualified individuals.

Wayne Chapman, Regional Vice President – Has more than 35 years of experience as a practicing public manager and nearly 20 years of experience assisting local governments as a consultant for Management Partners.

Jaquelyn McCray, Ph.D., Senior Manager – Has a track records of successfully assisting local governments for over 20 years.

Keith Spoelker, Senior Manager – Has over 30 years of local government experience solving problems in both large and small municipalities in the Cincinnati area.

Sam Lieberman, Senior Management Advisor - Joined Management Partners in April 2010 after spending the previous two years working on political campaigns for both local and national races.

As stated in the proposal attached herein as Exhibit A, Management Partners will conduct a study considering several issues to ensure that the City of Doral is optimized to deliver services efficiently and effectively.

The research and analysis will aim to answer the following five questions:

1. Should the position of Public Services Aide be reclassified as a Park Ranger with the responsibilities merged into a single position?
2. Should the two positions associated with the occupational licensing function move from the Planning & Zoning Department to the Code Compliance Department?
3. What is the best organizational structure for management of the Building Department?
4. What is the appropriate organizational placement for a Constituent Services position?
5. Are the current citywide performance measures adequate, or are there ways to improve them?

The Management Partners Team will approach this project by conducting the following four (4) Activities:

1. Start Project – Will conduct a kick-off meeting to determine which staff member should be interviewed, the criteria for choosing cities for benchmarking, and timing of the project.
2. Gather Data – Conduct interviews, review goals and work plans, review organizational charts, conduct benchmarking survey, and review performance measures.
3. Conduct Analysis – Identify themes and observations regarding structure, strengths, and opportunities for improvement and provide recommendations for each.
4. Report Results – Provide the City Manager, the Mayor and City Councilmembers with a report of the results.

As stated in the proposal, Management Partners anticipates devoting 135 hours of staff time to complete the work plan at a total cost of \$24,900.00.

Recommendation

The Office of the City Manager respectfully recommends approval of the agreement with Management Partners to conduct a Citywide Organizational Study in the amount not to exceed \$24,900.00. The professional service will be paid using account number 001.50005.500310, Professional Services, with a transfer from account number 001.50005.500494, Contingent Reserve, of \$24,900.00.

APC/KLR



**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF DORAL
AND
MANAGEMENT PARTNERS
FOR
PROFESSIONAL MANAGEMENT CONSULTING SERVICES**

THIS AGREEMENT is made between **MANAGEMENT PARTNERS** (hereinafter the "Provider"), and the **CITY OF DORAL, FLORIDA**, a Florida municipal corporation, (hereinafter the "City"). Provider and City may be referred to individually as a "Party" or collectively as the "Parties."

RECITALS

WHEREAS, the City Manager's Office is seeking to conduct a Citywide Organizational Study to identify ways to improve efficiency and effectiveness with the City Departments; and

WHEREAS, Management Partners is a professional management consulting firm specializing in assisting government organizations to improve their operations for more than 20 years; and

WHEREAS, the Mayor and City Council-members on May 8th, 2019 approved Resolution No.19-115 authorizing the City Manager to execute a Professional Services Agreement with Management Partners; and

WHEREAS, Management Partners anticipates devoting 135 hours of staff time to complete the work plan; and

WHEREAS, the research and analysis will aim to answer the following five questions:

- 1) Should the position of Public Service Aide be reclassified as a Park Ranger with responsibilities merged into a single position?
- 2) Should two positions associated with the occupational licensing function move from the Planning & Zoning Department to the Code Compliance Department?
- 3) What is the best organizational structure for management for the Building Department?
- 4) What is the appropriate organizational placement for a Constituent Services position?
- 5) Are the current city-wide measures adequate or are there ways to improve them?

AGREEMENT

NOW, THEREFORE, in consideration of the aforementioned recitals, which are incorporated herein and made a part hereof by this reference, the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency of which is acknowledged by the Parties, Provider and the City agree as follows.

1. **Scope of Services/Deliverables.**

- 1.1 The Provider shall furnish the professional services to the City as set forth in Exhibit "A," which is attached to this Agreement and incorporated herein and made a part hereof by this reference.
- 1.2 The "Scope of Services" includes a Project Schedule for the Project which includes a breakdown of tasks, timeline and deliverables to the City.

2. **Term/Commencement Date.**

- 2.1 This initial Agreement shall become effective as of June 1, 2019 and shall remain in effect for three (3) months from the date of execution of the Agreement, unless earlier terminated in accordance with Paragraph 8. The Provider shall maintain, for the entirety of the stated additional period(s), the same terms and conditions included within this original Agreement. Continuation of the Agreement beyond the initial term, and the optional years, is a City prerogative, and not a right of the Provider.
- 2.2 Provider agrees that time is of the essence and Provider shall complete each deliverable for the Project within the timeframes set forth in the Project Schedule, unless extended by the City Manager.

3. **Compensation and Payment.**

- 3.1 The Provider shall be compensated in the following manner:

X An amount of TWENTY- FOUR THOUSAND AND NINE HUNDRED (\$24,900.) regardless of the number of additional hours or length of time in excess of the anticipated hours (135) that may be needed for Provider to complete the Scope of Services (the "Fee"). Provider shall not be entitled to any additional payment for any expenses incurred in completion of the Scope of Services. Provider shall submit its Invoices as the activities (milestones) listed in Exhibit A are completed.

3.2 The City shall pay Provider in accordance with the Florida Prompt Payment Act.

3.3 If a dispute should occur regarding an invoice submitted, the City Manager may withhold payment of the disputed amount and may pay to the Provider the undisputed portion of the invoice. Upon written request of the Finance Director, the Provider shall provide written documentation to justify the invoice. Any compensation disputes shall be decided by the City Manager whose decision shall be final.

4. **Sub-Providers.**

4.1 The Provider shall be responsible for all payments to any subcontractors and shall maintain responsibility for all work related to the Project.

4.2 Any subcontractors used on the Project must have the prior written approval of the City Manager or his designee.

5. **City's Responsibilities.**

5.1 Furnish to Provider, at the Provider's written request, all available maps, plans, existing studies, reports and other data pertinent to the services to be provided by Provider, in possession of the City.

5.2 Arrange for access to and make all provisions for Provider to enter upon real property as required for Provider to perform services as may be requested in writing by the Provider (if applicable).

6. **Provider's Responsibilities.**

6.1 The Provider shall exercise the same degree of care, skill, and diligence in the performance of the Project as is ordinarily provided by a professional management consultant provider under similar circumstances. If at any time during the term of this Agreement or within one year from the completion of the Project, it is determined that the Provider's deliverables are incorrect, defective or fail to conform to the Scope of Services of the Project, upon written notification from the City Manager, the Provider shall at Providers sole expense, immediately correct the work. The City in no way assumes or shares any responsibility or liability of the Provider or Sub Provider under this agreement.

7. **Conflict of Interest.**

7.1 To avoid any conflict of interest or any appearance thereof, Provider shall not, for the term of this Agreement, represent any private sector entities

(developers, corporations, real estate investors, etc.), with regard to any City related matter.

8. Termination.

- 8.1 The City Manager without cause may terminate this Agreement upon thirty (30) days written notice to the Provider, or immediately with cause.
- 8.2 Upon receipt of the City's written notice of termination, Provider shall stop work on the Project and the Provider will be paid a percentage of the work completed as determined by the City.
- 8.3 In the event of termination by the City, the Provider shall be paid for all work accepted by the City Manager up to the date of termination, provided that the Provider has first complied with the provisions of Paragraph 8.4.
- 8.4 The Provider shall transfer all books, records, reports, working drafts, documents, maps, and data pertaining to the Project to the City, in a hard copy and electronic format specified by the City within 14 days from the date of the written notice of termination or the date of expiration of this Agreement.
- 8.5 If the Provider wishes to terminate this Agreement prior to the end of the initial term, they must provide the City with thirty (30) days written notice. Failure to provide the City with thirty (30) days written notice may result in the Provider being unable to do business with the City in the future.

9. Insurance.

- 9.1 The Provider shall secure and maintain throughout the duration of this Agreement medical and/or commercial insurance of such type and in such amounts as required for Provider to operate its business.
- 9.2 The City may require proof of the aforementioned insurance prior to the commencement of the Services. The City further reserves the right to solicit additional coverage, or require higher limits of liability as needed, and depending on the nature of scope, or level of exposure.

10. Nondiscrimination.

- 10.1 During the term of this Agreement, Provider shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, or national origin, and to abide by all Federal and State laws regarding nondiscrimination.

11. **Attorneys' Fees and Waiver of Jury Trial.**

- 11.1 In the event of any litigation arising out of this Agreement, each party shall be responsible for their attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks, and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels.
- 11.2 In the event of any litigation arising out of this Agreement, each party hereby knowingly, irrevocably, voluntarily and intentionally waives its right to trial by jury.

12. **Indemnification.**

- 12.1 Provider shall defend, indemnify, and hold harmless the City, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, or any way connected with Provider's performance or non-performance of any provision of this Agreement including, but not limited to, liabilities arising from Agreements between the Provider and third parties made pursuant to this Agreement. Provider shall reimburse the City for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, or in any way connected with Provider's performance or non-performance of this Agreement. This section shall be interpreted and construed in a manner to comply with any applicable Florida Statutes, including without limitation Sections 725.06 and 725.08, Fla. Stat., if applicable.
- 12.2 The provisions of this section shall survive termination of this Agreement.
- 12.3 Ten dollars (\$10) of the payments made by the City constitute separate, distinct, and independent consideration for the granting of this indemnification, the receipt and sufficiency of which is voluntary and knowingly acknowledged by the Provider.

13. **Notices/Authorized Representatives.**

- 13.1 Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the following addresses:

For the City: Albert P. Childress
City Manager
City of Doral, Florida
8401 NW 53rd Terrace
Doral, Florida 33166

With a Copy to: Luis Figueredo
City Attorney
8401 NW 53rd Terrace
Doral, Florida 33166

For The Provider: Jerry Newfarmer
President and CEO
Management Partners
1730 Madison Road
Cincinnati, OH 45206

14. **Governing Law.**

14.1 This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Exclusive venue for any litigation arising out of this Agreement shall be in Miami-Dade County, Florida, or the Southern District of Florida.

15. **Entire Agreement/Modification/Amendment.**

15.1 This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.

15.2 No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this document.

16. **Ownership and Access to Records and Audits.**

16.1 All records, books, documents, maps, data, deliverables, papers and financial information (the "Records") that result from the Provider providing services to the City under this Agreement shall be the property of the City.

16.2 The City Manager or his designee shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any Records of the Provider involving transactions related to this Agreement.

16.3 The City may cancel this Agreement for refusal by the Provider to allow access by the City Manager or his designee to any Records pertaining to work performed under this Agreement that are subject to the provisions of Chapter 119, Florida Statutes.

17. **Nonassignability.**

17.1 This Agreement shall not be assignable by Provider unless such assignment is first approved by the City Manager. The City is relying upon the apparent qualifications and personal expertise of the Provider, and such firm's familiarity with the City's area, circumstances, and desires.

18. **Severability.**

18.1 If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.

19. **Independent Contractor.**

19.1 The Provider and its employees, volunteers, and agents shall be and remain independent contractor and not agents or employees of the City with respect to all of the acts and services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.

20. **Compliance with Laws.**

20.1 The Provider shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the services.

21. **Non-collusion.**

21.1 Provider certifies that it has not divulged, discussed or compared his/her/its quote with other individuals and/or entities that provided quotes to the City for the Services and has not colluded with any other individual or entity whatsoever.

22. **Truth in Negotiating Certificate.**

22.1 Provider hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for the Services that may be offered pursuant to this Agreement are accurate, complete, and current. Provider further agrees that the Fee provided shall be adjusted to exclude any significant sums by which the City determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the Term or any Extension term.

23. **Waiver.**

23.1 The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

24. **Survival of Provisions.**

24.1 Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.

25. **Prohibition of Contingency Fees.**

25.1 The Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Provider, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

27. **Force Majeure.**

27.1 It is understood that performance of any act by the City or Provider hereunder may be delayed or suspended at any time while, but only so long as, either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party, provided however, the City shall have the right to provide substitute service from third parties or City forces as may be necessary to meet City needs, and, in such event, the City shall withhold payment due Contractor for such period of time, if any. If the condition of

force majeure exceeds a period of fourteen (14) days, the City may, at its option and discretion, cancel or renegotiate the Agreement.

28. **Counterparts**


28.1 This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterpart shall constitute one and the same instrument.

[THIS SPACE INTENTIONALLY LEFT BLANK. SIGNATURES TO FOLLOW.]

IN WITNESS WHEREOF, the parties execute this Agreement on the respective dates under each signature:

Attest:

CITY OF DORAL



Connie Diaz, City Clerk

By: 

Albert P. Childress, City Manager

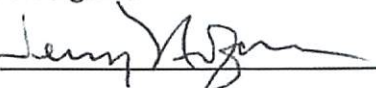
Date: June 12, 2019

Approved As To Form and Legal Sufficiency for the Use
And Reliance of the City of Doral Only:



Luis Figueredo
City Attorney

**Jerry Newfarmer
President and CEO
Management Partners**

By: 

Date: 6-11-19

Exhibit “A”

Proposal and Scope of Services

Project Approach

This engagement will include interviews with department Directors, a review of background documents, benchmarking with relevant peer cities, a citywide review of performance measures, and preparation of a memorandum that contains the results of the data gathering and analysis. The plan of work anticipated for the engagement is described below and is amenable to refinement based on the specific needs of the City of Doral.

Activity 1 – Start Project

Management Partners will begin this project with a careful learning phase, starting with a kickoff meeting with the City Manager and other key staff to ensure we have a clear understanding of the objectives. During the kickoff meeting Management Partners will confirm the work plan and schedule so the scope of work is aligned precisely to meet the goals and objectives of the City and to give confidence that Management Partners fully understands the background, concerns and outcomes the City is seeking.

The project start-up activity will form the foundations for the partnership between the project team and the City. In addition to covering logistics such as who should be interviewed, the criteria for choosing cities to be used for benchmarking and communications protocols, at that time discussion will occur the approach and timing of the project in relation to other activities in the City. Management Partners understands that the work associated with this review is in addition to the normal work of the organization and must be integrated in a way that minimizes disruption. Throughout the project, Management Partners will keep the City informed of the progress, observations, and initial recommendations.

During this activity, Management Partners will also request and review relevant background information such as organizations charts, positions job descriptions, historical budget and staffing data, performance indicators, policies and procedures, and other documents related to the issues under study.

Activity 2- Gather Data

- ***Conduct Interviews.*** Management Partners will conduct individual interviews with the City Manager and City Staff pertinent to the issues being analyzed. Management Partners will seek to understand the current and future circumstances of each of the issues being analyzed. At the conclusion of the interviews, Management Partners will aggregate the information for use in the analysis.

- ***Review Goals and Work Plans.*** Management Partners will review the City Council’s Strategic Plan to ensure the analysis is conducted in the context of goals in that plan.

- ***Review Organizational Charts.*** Management Partners will review existing organization charts for each of the departments under study as well as citywide chart to understand current reporting relationships and functional alignment.
- ***Conduct Benchmarking Survey.*** Management Partners will conduct a benchmarking survey of comparable agencies. The focus of the survey will be to ascertain the placement of various functions with the organization, reporting relationships, and staffing of the departments under study. Management Partners will work with the City Manager's Office to identify criteria for choosing appropriate cities for comparison. Management Partners will review available online documents to obtain comparison information and prepare a survey to be completed by each jurisdiction to ensure they have accurate information.
- ***Review Performance Measures.*** Management Partners will review the City's current performance measures and compare them with best practices to identify opportunities to improve the way Doral charts and evaluates performance with the organization.

Activity 3 – Conduct Analysis

Once Management Partners has finished obtaining input and gathering data, Management Partners will analyze the results from interviews, benchmarking, document review, and review of performance measures, as applicable to the issues under study. Management partners will identify themes and observations regarding structure, strengths and opportunities for improvement, and formulate actionable recommendations for each. Management Partners analysis will include the benchmarking results, comparing the City of Doral's staffing and organizational alignment with the specific study parameters with peer jurisdictions.

Activity 4 – Report Results

Management Partners will prepare a memorandum summarizing the results of the analysis. The memorandum will identify themes and observations from the interview, benchmarking and performance measurement analysis, and provide recommendations that address the issues being analyzed. Management Partner will address each question of the study in the memorandum and support each recommendation with analysis from the study.

Management Partners will review a draft memorandum with the City Administration and Department Directors, as desired. After Management Partners receives input to ensure factual accuracy, they will provide a final memorandum with the results of the project.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/11/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield, OH 45018	CONTACT NAME:	
	PHONE (A/C, No, Ext): 800-962-7132	FAX (A/C, No): 800-845-3666
E-MAIL ADDRESS: BusinessService@LibertyMutual.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Ohio Security Insurance Company		24082
INSURER B : American Fire and Casualty Company		24066
INSURER C : Ohio Casualty Insurance Company		24074
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Management Partners Inc.
1730 Madison Rd
Cincinnati OH 45206

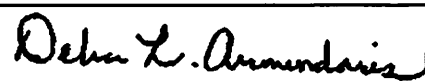
COVERAGES **CERTIFICATE NUMBER: 49227968** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	BKS57826057	3/1/2019	3/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		BAA57826057	3/1/2019	3/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		USO57826057	3/1/2019	3/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	XWS57826057	3/1/2019	3/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Doral, Florida is Additional Insured if required by written contract or written agreement subject to General Liability Blanket Additional Insured Provision.

CERTIFICATE HOLDER City of Doral, Florida 8401 NW 53rd Terrace Doral FL 33166	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Debra Armendariz

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ACORD 25 (2016/03)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/12/2019

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PRODUCER HAUSER 5905 E. Galbraith Rd, Ste 9000 Cincinnati OH 45236	CONTACT NAME: Samantha Wood	
	PHONE (A/C, No, Ext): 513-745-9200	FAX (A/C, No): 513-745-9219
E-MAIL ADDRESS: swood@thehausergroup.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Continental Casualty Company		20443
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

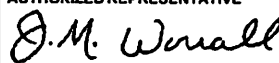
INSURED MANAPAR-01 Management Partners, Inc. 1730 Madison Road Cincinnati OH 45206

COVERAGES **CERTIFICATE NUMBER:** 1782087066 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional E&O			596801719	3/1/2019	3/1/2020	Per Claim Aggregate \$2,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Doral, Florida 8401 NW 53rd Terrace Doral FL 33166	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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RESOLUTION No. 19-115

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MANAGEMENT PARTNERS TO CONDUCT A CITYWIDE ORGANIZATIONAL STUDY; AUTHORIZING THE CITY MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT ON BEHALF OF THE CITY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Office of the City Manager respectfully request the approval of an agreement with Management Partners to conduct a Citywide Organizational Study to identify ways to improve efficiency and effectiveness within the City Departments and the organization as a whole; and

WHEREAS, Management Partners is a professional management consulting firm specializing in assisting government organizations improve their operations for more than 20 years; and

WHEREAS, Management Partners was founded in 1994 and has a proven track record providing clients with professional expertise in all aspects of local government management because their staff includes leaders and managers with practical experience in local government operations; and

WHEREAS, the research and analysis will aim to answer the following five questions:

1. Should the position of Public Services Aide be reclassified as a Park Ranger with the responsibilities merged into a single position?
2. Should the two positions associated with the occupational licensing function move from the Planning & Zoning Department to the Code Compliance Department?
3. What is the best organizational structure for management of the Building Department?

4. What is the appropriate organizational placement for a Constituent Services position?
5. Are the current citywide performance measures adequate, or are there ways to improve them?; and

WHEREAS, Management Partners anticipates devoting 135 hours of staff time to complete the work plan at a total cost of \$24,900.00

WHEREAS, the professional service will be paid using account number 001.50005.500310, Professional Services, with a transfer from account number 001.50005.500492, Contingent Reserve, of \$24,900.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made part hereof by this reference.

Section 2. Approval. The Professional Services Agreement with Management Partners to conduct a Citywide Organizational Study to identify ways to improve efficiency and effectiveness within the City Departments and the organization as a whole as stated in the proposal attached herein as Exhibit A.

Section 3. Authorization. The City Manager is authorized to execute the Professional Services Agreement with Management Partners on behalf of the City.

Section 4. Implementation. The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and the provisions of this Resolution.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Vice Mayor Mariaca who moved its adoption. The motion was seconded by Councilmember Cabral and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Claudia Mariaca	Yes
Councilwoman Digna Cabral	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes

PASSED AND ADOPTED this 8 day of May, 2019.




JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



LUIS FIGUEREDO, ESQ.
CITY ATTORNEY