

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Chair Dent

**FROM:** Sara Schmitz, Trustee

**SUBJECT:** Review, discuss and possibly provide direction to advertise for the proposed management consulting engagement

**RELATED STRATEGIC PLAN INITIATIVE(S):** While not a budget strategic plan initiative, it is being Board directed to address areas of need within the District

**RELATED DISTRICT POLICY, PRACTICES, RESOLUTIONS or ORDINANCES:** Policy 20.1, Purchasing Policy for Goods and Services

**DATE:** 3/15/2023

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### **I. RECOMMENDATION**

It is recommended that the Board of Trustees makes a motion to approve the management engagement Request for Proposals (RFP) and directs staff to advertise the request. Proposals will be delivered for the Board of Trustees to select their preferred vendor and potentially augment the budget for the first phase of the initiative at a later date.

### **II. BACKGROUND**

The District has been faced with many challenges over the recent years. The conversion to the Tyler Munis system has been a challenge to complete while staff is also operating the District's systems, internal controls over financial accounting and reporting have been an ongoing issue and have not been adequately addressed as highlighted by our external auditor in the annual financial reports and their consulting engagement report, the District's disjoint software systems continue to be a challenge, as highlighted in our budgeting process the District needs to have more robust strategic plans for the venues, and our policies and resolutions have challenges related to compliance and common understanding. Additionally, the senior management team has expanded over the years with salary grades that appear to be inconsistent. This

engagement, as identified in the proposed scope of work, would deliver recommendations for improvement and phase 2 project implementation plans and estimated costs for the implementation of the recommendations.

### III. **BID RESULTS**

The Board is requesting staff advertise the attached Request For Proposals so that the Board may review the responses and potentially select a vendor to deliver on the project scope.

### IV. **ALTERNATIVES**

Do nothing and allow the current situation to linger resulting in further delay of the implementation of improved internal controls over financial reporting and the other issues identified in the background section of this memo to continue.

### V. **COMMENTS – Scope of Work**

See the attached RFP that includes Exhibit A, the Scope of Work.

Please note that while the RFP has many listed documents listed in the Exhibits sections, they intentionally are not included in the board packet simply to reduce the size of the packet. The documents are available for review, should Trustees and/or the public have interest in reviewing.

Legal counsel has reviewed and provided input on the language contained in the RFP.

The RFP references the board's appointed liaison being the person to receive weekly written updates and to be the point of contact during the engagement. This is Trustee Tulloch.

The RFP states proposals are sent to our District Clerk and for questions related to the proposal, those are directed to Trustee Schmitz.

### VI. **BUSINESS IMPACT/BENEFIT**

Recommendations for change implementation must include either cost benefit, service improvement, operational or compliance improvements.

### VII. **DECISION POINTS NEEDED BY THE BOARD OF TRUSTEES**

Decisions are needed re: email addresses, contact info and dates within the RFP