

APPROVED BY FRC ON 11/23/2015

Item 23

Finance

**Conway Mackenzie, Inc. 2874390
Restructuring 1000-350045-000000-617900-13824-000000-000000**

Approved per EM Orders 38 and 41

By 
John Hill
Chief Financial Office

By 
Boysie Jackson
Chief Procurement Office

By: 
Charles Raimi
Deputy Corporation Council

Department	Contract Number	Description	Competitively Bid	Lowest Bid	City Council Approval Date	Office of the Chief Financial Officer Approval Date	Comments
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CONTRACTS GREATER THAN \$750K -- continued

19	PUBLIC WORKS 2913384	Contract Amount: \$5,728,460.37 (New) Contract Period: Upon FRC Approval through 12/31/2017 Source: 80% Street, 20% DWSD Funding Purpose: To Provide PV-6974 HMA Resurfacing and Water Installation on Livernois Contractor: Fort Wayne Contracting, Inc./Ajax Paving Industries, Inc., a Joint Venture Location: 320 E. Seven Mile Road, Detroit, MI 48203	Yes	Yes	11/17/2015	11/23/2015	
20	RISK MANAGEMENT 2905160	Contract Amount: \$1,341,820.43 (New) Contract Period: Upon FRC Approval through 10/31/2018 Source: 100% City Funding Purpose: To Provide a Citywide Long-Term Disability Insurance Policy Contractor: Standard Insurance Company Location: 900 SW Fifth Avenue, Portland, OR	Yes	Yes	11/17/2015	11/23/2015	
21	TRANSPORTATION 2848015	Contract Amount: \$4,067,619.00 (Increase of Funds and Extension of Time) Contract Period: 3/13/2016 through 6/30/2016 Source: 100% City Funding Purpose: To Provide Transit Police Services (People Mover) for the Department of Transportation Contractor: Detroit Transportation Corporation Location: 535 Griswold, Suite 400, Detroit, MI 48226	Inter-Governmental Agreement	Inter-Governmental Agreement	11/17/2015	11/23/2015	City reimburses actual expenses to DTC to keep operations going. Provides Guards on Buses and Rosa Park Transit Center. The original amount is \$2,329,775.00 and original contract date is March 13, 2011 through March 12, 2016. Total Contract Amount: \$6,397,394.00

CONTRACTS GREATER THAN 2 YEARS

22	CITYWIDE 2904960	Contract Amount: \$252,000.00 (Increase of Funds Only) Contract Period: 4/20/15 through 3/31/18 Source: 100% City Funding Purpose: To Provide a Contract Increase for the Police for Department Wide Moving Contractor: BDM Transport, LLC Location: 719 Griswold Street, Suite 820-126, Detroit, MI 48226	Yes	Yes	10/6/2015	11/3/2015	This Amendment #1 is for Increase of Funds Only. The original amount is \$704,000.00.
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WITH 1 ENTITY, WITHIN 1 YEAR, GREATER THAN \$750K

23	FINANCE 2874390	Contract Amount: \$0.00 (No Dollars Added) Contract Period: 12/31/2015 through 6/30/2016 Source: 100% City Funding (Restructuring) Purpose: To Wind-Down Current Approved Work Streams and Transition Responsibilities to City of Detroit Contractor: Conway Mackenzie, Inc. Location: 401 South Old Woodward Avenue, Suite 340, Birmingham, MI 48009	EM Orders 38 and 41	EM Orders 38 and 41	N/A	11/23/2015	Total contract from January 9, 2013 is \$6,408,000
24	FINANCE 2909162	Contract Amount: \$545,000.00 (New) Contract Period: Upon FRC Approval through 6/30/2016 Source: 100% City Funding Purpose: To Provide to the City of Detroit an updated and Comprehensive Capital Asset Physical Inventory and Appraisal for the Oracle Fusion Conversion Contractor: Assetworks LLC Location: 168 Industry Drive, Pittsburgh, PA 15275	Yes	Yes	10/27/15	11/23/2015	Different Contract #2654324 for \$5,908,830.82, approved by FRC on 8/24/15

CITY OF DETROIT CONTRACT SUBMISSION TO FINANCIAL REVIEW COMMISSION
 THE FOLLOWING CONTRACTS ARE BEING SENT TO THE FRC FOR REVIEW AND APPROVAL PURSUANT TO
 SECTION 6, SUBSECTION 6 OF THE MICHIGAN FINANCIAL REVIEW COMMISSION ACT
 For October 26, 2015 Meeting

Revised Updated Listing : Prepared By: Boysie Jackson, Chief Procurement Officer - 10/20/2015

City Council and Water Board Approvals Through October 20, 2015

	Department	Contract Number	Description	Competitively Bid	Lowest Bid	City Council Approval Date	Office of the Chief Financial Officer Approval Date	Comments
CONTRACTS GREATER THAN \$750K								
1	AIRPORT	2912914	Contract Amount: \$840,000.00 (New) Contract Period: Upon FRC Approval through 8/31/2025 Source: 100% Other (Revenue) Funding Purpose: To Provide an Agreement of Lease of Property and Operating Rights (Hangar/Parking Lot/Classroom Spaces(Aeronautical)) at the Coleman A. Young Airport Contractor: Center for Innovations in Education dba Base 11 Location: 600 Anton Blvd., Suite 1100, Costa Mesa, CA 92626	Lease Agreement	Lease Agreement	09/29/15	10/26/2015	
2	FINANCE	2911783	Contract Amount: \$766,089.00 (New) Contract Period: Upon FRC's Approval through 6/30/16 Source: 100% City Funding Purpose: Preparation of the City of Detroit's Comprehensive Annual Financial Report for FY 2015 Contractor: Plante & Moran, PLLC Location: 27400 Northwestern Hwy., Ann Arbor, MI 48104	Contract Extension	Contract Extension	09/29/15	10/26/2015	Continuation of CAFR Audit Support
3	FINANCE	2874390	Contract Amount: \$750,000.00 Contract Period: 1/9/13 through 12/31/15 Source: 100% General Fund Restructuring Purpose: To Provide Assistance with Restructuring the Planning and Development Department and establishing the Housing and Revitalization Department Contractor: Conway Mackenzie, Inc. Location: 401 South Old Woodward Avenue, Suite 340, Birmingham, MI 48009	EM Orders 38 and 41	EM Orders 38 and 41	N/A	10/15/2015	
4	FINANCE	2898266	Contract Amount: \$1,430,840.00 Contract Period: 10/1/15 through 10/31/16 Source: 14.6% City, 85.4% (Quality of Life) Funding Purpose: To Provide Ongoing OCFC Support for Office of Contracting and Procurement; Office of Departmental Financial Services; Income Tax Division and Office of Grants Management Contractor: Public Consulting Group, Inc. Location: 148 State Street, 10th Floor, Boston, MA 02109	EM Order 41	EM Order 41	N/A	10/26/2015	Breakdown Funding Procurement - \$783,000 (Sol) Income Tax - \$208,400 (General) Grants Mgmt - \$364,500 (Sol) Financial Service - \$74,940 (Sol)
5	FIRE	2913660	Contract Amount: \$1,014,862.74 (New) Contract Period: One Time Purchase Source: 100% City Funding Purpose: To Provide Six (6) EMS Ambulances Contractor: Jorgenson Ford Sales Corporation Location: 833 Michigan Avenue, Detroit, MI 48210	Yes	Yes	09/29/15	10/26/2015	

FIFTH AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

This Fifth Amendment to Professional Services Contract (the "Amendment") is entered into as of 11/23/15 by and between the City of Detroit, a municipal corporation, acting by and through its Office of the Chief Financial Officer (the "City") and Conway MacKenzie Inc., a Michigan corporation, with its principal place of business located at 401 South Old Woodward Avenue, Suite 340, Birmingham, Michigan 48009 (the "Contractor").

RECITALS:

WHEREAS, the City and the Contractor are parties to that certain City of Detroit Professional Services Contract, as amended by a First Amendment to Professional Services Contract, a Second Amendment to Professional Services Contract, a Third Amendment to Professional Services Contract and a Fourth Amendment to Professional Services Contract (the "Contract"); and

WHEREAS, pursuant to Article 17 of the Contract, the City and the Contractor desire to amend the Contract as set forth in this Amendment.

NOW, THEREFORE, the parties agree as follows:

1. Section I of Exhibit A to the Contract is hereby amended to read, in its entirety, as follows:

I. Term of Contract

The term of this Contract shall begin on January 9, 2013 and shall terminate on June 30, 2016 (the "Contract End Date"). Some of the work streams may end earlier than the Contract End Date as determined by the Offices or Departments of the City for which Contractor is performing services hereunder.

2. Other than as specifically amended by this Amendment, the Contract shall remain in full force and effect.

3. The City and the Contractor, by and through their duly authorized officers and representatives, have executed this Amendment as follows:

[SIGNATURES ON NEXT PAGE]

Witnesses:

1. Lisa A. Martin
Name LISA A. MARTIN

2. Amanda Solovich
Name Amanda Solovich

Contractor:

By: [Signature]
Name: Van E. Conway

Its: CEO & President
Title

Witnesses:

City of Detroit Finance Department:

1. _____
Name

By: [Signature]
Name

2. _____
Name

Its: CFO
Title

THIS CONTRACT WAS APPROVED
BY THE CITY COUNCIL ON:
FRC on 11/23/15

Date

APPROVED BY LAW DEPARTMENT
PURSUANT TO § 6-406 OF THE CHARTER OF
THE CITY OF DETROIT

[Signature] 11/23/15
Purchasing Director Date

[Signature] 12/9/15
Corporation Counsel Date
[Signature]

THIS CONTRACT IS NOT VALID OR AUTHORIZED UNTIL APPROVED BY RESOLUTION OF
THE CITY COUNCIL OR EMERGENCY MANAGER AND SIGNED BY THE PURCHASING
DIRECTOR.

FOURTH AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

This Fourth Amendment to Professional Services Contract (the "Amendment") is entered into as of 10/19/15 by and between the City of Detroit, a municipal corporation, acting by and through its Office of the Chief Financial Officer (the "City") and Conway MacKenzie Inc., a Michigan corporation, with its principal place of business located at 401 South Old Woodward Avenue, Suite 340, Birmingham, Michigan 48009 (the "Contractor").

RECITALS:

WHEREAS, the City and the Contractor are parties to that certain City of Detroit Professional Services Contract, as amended by a First Amendment to Professional Services Contract, a Second Amendment to Professional Services Contract and a Third Amendment to Professional Services Contract (the "Contract"); and

WHEREAS, pursuant to Article 17 of the Contract, the City and the Contractor desire to amend the Contract as set forth in this Amendment.

NOW, THEREFORE, the parties agree as follows:

1. Exhibit A to the Contract is hereby amended to read, in its entirety, as follows:

EXHIBIT A **SCOPE OF SERVICES**

I. Term of Contract

The term of this Contract shall begin on January 9, 2013 and shall terminate on December 31, 2015 (the "Contract End Date"). Some of the work streams may end earlier than the Contract End Date as determined by the Offices or Departments of the City for which Contractor is performing services hereunder.

II. Services to be Provided

Contractor scope of services will include those services set forth in Schedule 1 to Exhibit A in the Third Amendment to Professional Services Contract and/or services approved by the Chief Financial Officer including, but not limited to, providing assistance with creating the Department of Innovation and Technology, modifying the Planning and Development Department, and establishing the Housing and Revitalization Department. This assistance will likely include the preparation and finalization of job classifications, position descriptions/requirements and related pay-bands as well as overall project management of implementation of these reorganization efforts.

2. Section I (a) of Exhibit B to the Contract is hereby amended to read, in its entirety, as follows:

EXHIBIT B
FEE SCHEDULE

I. General

- (a) The Contractor shall be paid for those Services performed pursuant to the Contract and pursuant to the Impact Subcontract (defined below) from January 1, 2015 through December 31, 2015, a maximum amount of Six Million Four Hundred Eight Thousand and 00/100 Dollars (\$6,408,000) in fees (collectively, the "Maximum Fees"), plus reimbursement of out of pocket expenses (the "Expenses"); provided, however, that the Maximum Fees shall be increased by an amount equal to the difference between the maximum amount of fees set forth in the First Amendment to Professional Services Contract and the amount of fees invoiced by the Contractor under the Contract through December 31, 2014 [or December 10, 2014].. The parties acknowledge that the Maximum Fee is based on staffing levels being provided by the Contractor and Subcontractor as of the date of this Amendment. If the City requests an increase in the Subcontractor's staffing levels from those being provided as of the date of this Amendment, the City agrees that the Maximum Fee will be increased to reflect any such increased Subcontractor staffing levels.

3. Other than as specifically amended by this Amendment, the Contract shall remain in full force and effect.

4. The City and the Contractor, by and through their duly authorized officers and representatives, have executed this Amendment as follows:

[SIGNATURES ON NEXT PAGE]

Witnesses:

1. Jaime Distefano
Name - Jaime Distefano

2. Lisa Johnston
Name Lisa Johnston

Contractor:

By: Van E. Conway
Name - Van E. Conway

Its: CEO & President
Title

Witnesses:

1. _____
Name

2. _____
Name

City of Detroit

Finance Department:

By: [Signature]
Name

Its: CFO
Title

THIS CONTRACT WAS APPROVED
BY THE ~~CITY COUNCIL~~ ON:
FRC

APPROVED BY LAW DEPARTMENT
PURSUANT TO § 6-406 OF THE CHARTER OF THE
CITY OF DETROIT

[Signature] Date 10/
Purchasing Director Date

[Signature] 12/9/15
Corporation Counsel Date

THIS CONTRACT IS NOT VALID OR AUTHORIZED UNTIL APPROVED BY RESOLUTION OF THE
CITY COUNCIL OR EMERGENCY MANAGER AND SIGNED BY THE PURCHASING DIRECTOR.

Item 3 – Finance

City of Detroit
 Housing Revitalization Department
 Restructuring and Reorganization Process
 Process Description and Timeline
 Updated: August 5, 2015

Step	Process Description	Responsible Parties	Target Timeline		Minimum Calendar Days	Cost Estimate		
			Start	Completion		Consulting	Vendors	Total
PHASE 1: BENCHMARKING								
1	Complete Organizational Scan of Current State > Review current organizational charts > Review current employee roster and salaries > Review current occupational job specifications > Review current occupational position descriptions > Review current work streams > Review, discuss vision, goals, objectives with leadership	HRD, L. King, CM	8/15/2015	8/22/2015	7	\$ 149,635.00	\$ -	\$ 149,635.00
2	Develop and Distribute Employee Surveys > Develop employee surveys > Draft cover letter to employee surveys with background and instructions > Management to notify employees in advance > Distribute employee surveys, with cover letter	HRD, L. King, CM	8/22/2015	8/29/2015	7			
3	Compile City of Detroit ("COD") Employee Surveys > Employees complete and return surveys > Review completed and returned surveys > Request surveys not returned, missing or incomplete information > Compile and summarize survey responses	HRD, CM	8/29/2015	9/5/2015	7			
4	Identify jurisdictions, organizations to be included in benchmarking study > Compile list of jurisdictions/organizations > Review list with HRD leadership	HRD, CM	8/22/2015	8/29/2015	7			
5	Conduct research of municipal, state, and non-profit housing revitalization programs > Literature Review > Collect local, regional and national recognition award winner lists > Collect, review white papers and other studies and assessments > Collect, review assessments to collect "lessons learned" > Collect mission and function statements for selected jurisdictions > Collect organization charts, configurations > conduct telephone interviews when appropriate		8/22/2015	9/5/2015	14			
6	Collect Occupational Information from Local and National Municipalities > Research comparable municipalities > Select municipalities with leading practices > Research municipalities with leading practices > Compile data and compare selected municipalities	CM	8/22/2015	9/5/2015	14			
7	Map Occupational Information from Local and National Municipalities > Map benchmark salaries > Map benchmark duties, knowledge, skills, and abilities > Map future occupational positions	L. King, CM	9/5/2015	9/19/2015	14			
PHASE 2: REORGANIZATION DEVELOPMENT								
8	Select Future State Occupational Positions > Meet with Management to confer and select future state occupational positions	HRD, L. King, CM	9/19/2015	9/26/2015	7	\$ 186,825.00	\$ -	\$ 186,825.00
9	Develop Organizational Configuration, Organizational Charts, and Function Statements > Review literature to evaluate current trends in organizational design > Revise organizational charts reallocating responsibilities > Consolidate departmental planning and development functions into the newly created organization > Determine staffing levels of each organization component > Develop function statements identifying key duties and responsibilities > Realign functions within new offices as necessary	HRD, L. King, CM	9/5/2015	9/12/2015	7			
10	Identify Future State Work Streams > Meet with Management to identify future work streams	HRD, L. King, CM	9/5/2015	10/31/2015	Fluid			
11	Build Salary Benchmarking and Tables > Compile existing COD White Book pay bands > Compile municipal benchmark pay comparisons > Compile U.S. Bureau of Labor Statistics data as contained in O*Net > Create pay band survey based on comparable data > Develop blended compensation ranges for all occupational series	HRD, L. King, CM	9/19/2015	10/3/2015	14			

**City of Detroit
Housing Revitalization Department
Restructuring and Reorganization Process
Process Description and Timeline
Updated: August 5, 2015**

Step	Process Description	Responsible Parties	Target Timeline		Minimum Calendar Days	Cost Estimate		
			Start	Completion		Consulting	Vendors	Total
12	Develop Occupational Job Specifications, Position Descriptions, and Vacancy Announcements <ul style="list-style-type: none"> > Develop and validate occupational job specifications > Develop and validate position descriptions > Develop vacancy announcements for each position 	HRD, L. King, CM	9/26/2015	10/10/2015	14			
13	Identify Competencies Based on Occupational Research <ul style="list-style-type: none"> > Develop competency lists > Validate competency lists > Focus groups to rank competencies 		10/10/2015	10/17/2015	7			
14	Develop Accomplishment Record based on competencies <ul style="list-style-type: none"> > Focus groups to validate competency levels > Prepare draft Accomplishment Records > Validate and approve Accomplishment Record 		10/17/2015	10/24/2015	7			
15	Establish Funds Available Analysis, Current State, and Future Cost Analysis <ul style="list-style-type: none"> > Validate organizational restructuring vs. Plan of Adjustment > Develop Current State Model for transition period > Develop Future State Model for New Organizational Configuration > Develop Staffing Recruitment Analysis for new hires 	L. King, CM	9/1/2015	9/15/2015	14			
PHASE 3: IMPLEMENTATION								
16	Develop Rollout Strategy and Timelines <ul style="list-style-type: none"> > Determine recruitment and selection process to fill the positions in the new organization > Determine the skill gaps of existing staff and determine feasibility of closing the skill gap with training > Develop communication strategy 	HRD, City, L. King, CM	10/10/2015	10/24/2015	14	\$ 170,820.00	\$ 295,044.64	\$ 465,864.64
17	Draft Training Modules and Work Accomplishment Record <ul style="list-style-type: none"> > Develop training modules > Develop work accomplishment record 	HRD, City, L. King, CM, Magnet Consulting, Polaris, Right Management	10/10/2015	10/24/2015	14			
18	Post Vacancy Announcements to Applicant Tracking System <ul style="list-style-type: none"> > Coordinate with Applicant Tracking System administrators to configure and align system according to our needs > Post vacancy announcements 	City, L. King, CM	10/24/2015	10/31/2015	7			
19	Schedule Structured Interviews <ul style="list-style-type: none"> > Review applicant resumes and work accomplishment records > Select candidates for interviews > Schedule interviews with candidates 	HRD, City, L. King, Magnet Consulting, Polaris, Right Management	10/31/2015	11/28/2015	28			
20	Final Interview, Selection, and Offer <ul style="list-style-type: none"> > Conduct interviews with candidates > Confer with interviewers and select candidates to proceed to final interview process > Conduct final interviews > Select candidates for positions > Submit offer letters to selected candidates 	HRD, TBD	11/28/2015	12/28/2015	30			
PROJECT TOTAL								
						\$ 507,280.00	\$ 295,044.64	\$ 802,324.64

Notes:

- > Timeline assumes that most reorganization activities need to be completed prior to December 10, 2015, which is the date EM Order No. 38 can be revoked and rescinded. Timeline further assumes start date noted above and that all work streams are completed within the minimum number of calendar days.
- > Assumes that all parties, including management and employees, are responsive and engaged as necessary.
- > Union discussions will be ongoing throughout the process. Above timeline assumes that there are no delays as a result of union actions.
- > Cost estimate assumes that department will not require reorganizational consulting assistance after 12/10/2015.
- > **Assumed Occupations**
 - Program Analysts
 - Project Management Officers

City of Detroit
Planning and Development Department
Restructuring and Reorganization Process
Process Description and Timeline
Updated: August 5, 2015

Step	Process Description	Responsible Parties	Target Timeline		Minimum Calendar Days	Cost Estimate		
			Start	Completion		Consulting	Vendors	Total
PHASE 1: BENCHMARKING								
1	Complete Organizational Scan of Current State <ul style="list-style-type: none"> > Review current organizational charts > Review current employee roster and salaries > Review current occupational job specifications > Review current occupational position descriptions > Review current work streams > Review, discuss vision, goals, objectives with leadership 	HRD, L. King, CM	8/15/2015	8/22/2015	7	\$ 76,821.00	\$ -	\$ 76,821.00
2	Develop and Distribute Employee Surveys <ul style="list-style-type: none"> > Develop employee surveys > Draft cover letter to employee surveys with background and instructions > Management to notify employees in advance > Distribute employee surveys, with cover letter 	HRD, L. King, CM	8/22/2015	8/29/2015	7			
3	Compile City of Detroit ("COD") Employee Surveys <ul style="list-style-type: none"> > Employees complete and return surveys > Review completed and returned surveys > Request surveys not returned, missing or incomplete information > Compile and summarize survey responses 	HRD, CM	8/29/2015	9/5/2015	7			
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7	Map Occupational Information from Local and National Municipalities <ul style="list-style-type: none"> > Map benchmark salaries > Map benchmark duties, knowledge, skills, and abilities > Map future occupational positions 	L. King, CM	9/5/2015	9/15/2015	14			
PHASE 2: REORGANIZATION DEVELOPMENT								
8	Select Future State Occupational Positions <ul style="list-style-type: none"> > Meet with Management to confer and select future state occupational positions 	HRD, L. King, CM	9/19/2015	9/26/2015	7	\$ 95,895.00	\$ -	\$ 95,895.00
9	Develop Organizational Configuration, Organizational Charts, and Function Statements <ul style="list-style-type: none"> > Review literature to evaluate current trends in organizational design > Revise organizational charts reallocating responsibilities > Consolidate departmental planning and development functions into the newly created organization > Determine staffing levels of each organization component > Develop function statements identifying key duties and responsibilities > Realign functions within new offices as necessary 	HRD, L. King, CM	9/5/2015	9/12/2015	7			
10	Identify Future State Work Streams <ul style="list-style-type: none"> > Meet with Management to identify future work streams 	HRD, L. King, CM	9/5/2015	10/31/2015	Fluid			
11	Build Salary Benchmarking and Tables <ul style="list-style-type: none"> > Compile existing COD White Book pay bands > Compile municipal benchmark pay comparisons > Compile U.S. Bureau of Labor Statistics data as contained in O*Net > Create pay band survey based on comparable data > Develop blended compensation ranges for all occupational series 	HRD, L. King, CM	9/19/2015	10/9/2015	14			

ITEM 3 - Finance

**City of Detroit
Planning and Development Department
Restructuring and Reorganization Process
Process Description and Timeline
Updated: August 5, 2015**

Step	Process Description	Responsible Parties	Target Timeline		Minimum Calendar Days	Cost Estimate		
			Start	Completion		Consulting	Vendors	Total
12	Develop Occupational Job Specifications, Position Descriptions, and Vacancy Announcements <ul style="list-style-type: none"> > Develop and validate occupational job specifications > Develop and validate position descriptions > Develop vacancy announcements for each position 	HRD, L. King, CM	9/26/2015	10/10/2015	14			
13	Identify Competencies Based on Occupational Research <ul style="list-style-type: none"> > Develop competency lists > Validate competency lists > Focus groups to rank competencies 		10/10/2015	10/17/2015	7			
14	Develop Accomplishment Record based on competencies <ul style="list-style-type: none"> > Focus groups to validate competency levels > Prepare draft Accomplishment Records > Validate and approve Accomplishment Record 		10/17/2015	10/24/2015	7			
15	Establish Funds Available Analysis, Current State, and Future Cost Analysis <ul style="list-style-type: none"> > Validate organizational restructuring vs. Plan of Adjustment > Develop Current State Model for transition period > Develop Future State Model for New Organizational Configuration > Develop Staffing Recruitment Analysis for new hires 	L. King, CM	9/1/2015	9/15/2015	14			
PHASE 3: IMPLEMENTATION								
16	Develop Rollout Strategy and Timelines <ul style="list-style-type: none"> > Determine recruitment and selection process to fill the positions in the new organization > Determine the skill gaps of existing staff and determine feasibility of closing the skill gap with training > Develop communication strategy 	HRD, City, L. King, CM	10/10/2015	10/24/2015	14	\$ 98,302.50	\$ 137,507.00	\$ 235,809.50
17	Draft Training Modules and Work Accomplishment Record <ul style="list-style-type: none"> > Develop training modules > Develop work accomplishment record 	HRD, City, L. King, CM, Magnet Consulting, Polaris, Right Management	10/10/2015	10/24/2015	14			
18	Post Vacancy Announcements to Applicant Tracking System <ul style="list-style-type: none"> > Coordinate with Applicant Tracking System administrators to configure and align system according to our needs > Post vacancy announcements 	City, L. King, CM	10/24/2015	10/31/2015	7			
19	Schedule Structured Interviews <ul style="list-style-type: none"> > Review applicant resumes and work accomplishment records > Select candidates for first interviews > Schedule interviews with candidates 	HRD, City, L. King, Magnet Consulting, Polaris, Right Management	10/31/2015	11/28/2015	28			
20	Final Interview, Selection, and Offer <ul style="list-style-type: none"> > Conduct interviews with candidates > Confer with interviewers and select candidates to proceed to final interview process > Conduct final interviews > Select candidates for positions > Submit offer letters to selected candidates 	HRD, TBD	11/28/2015	12/28/2015	30			
PROJECT TOTAL								
						\$ 271,018.50	\$ 137,507.00	\$ 408,525.50

Notes:

- > Timeline assumes that most reorganization activities need to be completed prior to December 10, 2015, which is the date EM Order No. 38 can be revoked and rescinded. Timeline further assumes start date noted above and that all work streams are completed within the minimum number of calendar days.
- > Assumes that all parties, including management and employees, are responsive and engaged as necessary.
- > Union discussions will be ongoing throughout the process. Above timeline assumes that there are no delays as a result of union actions.
- > Cost estimate assumes that department will not require reorganizational consulting assistance after 12/10/2015.

Assumed Occupations

- Planners
- Architects