



Claremont City Council

Agenda Report

File #: 4461

Item No: 4.

TO: ADAM PIRRIE, CITY MANAGER
FROM: JAMIE EARL, ASSISTANT CITY MANAGER
DATE: NOVEMBER 22, 2022

Reviewed by:
City Manager: AP
Finance Director: NB

SUBJECT:

AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CPS HR CONSULTING FOR A DIVERSITY, EQUITY, AND INCLUSION EVALUATION AND CONSULTING SERVICES (FUNDING SOURCE: GENERAL FUND)

SUMMARY

Earlier this year, the City Council added a new City Council Priority focused on developing anti-racist, anti-discrimination policies and plans to achieve community and organizational diversity, equity, and inclusion (DEI). Specifically, the City Council directed staff to pursue an evaluation of current DEI practices to establish a baseline.

On July 11, 2022, staff issued a Request for Proposals (RFP) for a DEI Evaluation and Consulting Services. By the RFP deadline, staff received fourteen proposals. After reviewing the proposals, based on their knowledge, experience, and work with other public sector agencies, staff selected four firms to interview. Of those four firms, the selection committee agreed that CPS HR Consulting is the most qualified firm to conduct a DEI evaluation and provide consulting services to the City of Claremont. The total cost of the proposed DEI evaluation and consulting services to be completed by CPS HR Consulting, the recommended consultant, is \$42,150.

The DEI Evaluation will specifically look at policies, programs, and practices that directly or indirectly impact City staff and residents in regard to their race, ethnicity, gender, national origin, color, disability, age, sexual orientation, gender identity, religion, or other socio-culturally significant factors. The deliverables will include the development of findings and recommendations to be included in a final report and presentation to the community and the City Council in June 2023.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a professional

services agreement with CPS HR Consulting for a diversity, equity, and inclusion evaluation and consulting services in the amount of \$42,150.

ALTERNATIVES TO RECOMMENDATION

In addition to the staff recommendation, there are the following alternatives:

- Reject staff's recommendation.
- Delay staff's recommendation and request additional information.

FINANCIAL REVIEW

As part of the 2022-24 budget development process, the City Council appropriated \$100,000 in 2022-23 and \$50,000 in 2023-24 for a DEI evaluation, consulting services, and educational programs/training. The total cost of the proposed DEI evaluation and consulting services to be completed by CPS HR Consulting, the recommended consultant, is \$42,150.

The staff cost to prepare the Request for Proposals, interview consultant candidates, prepare this report and administer this project is estimated at \$3,900 and is included in the operating budget of the Administrative Services Department.

ANALYSIS

After citizen requests to conduct a more robust priorities setting process with community input prior to the development of the 2022-24 Budget, the City of Claremont engaged a consultant to facilitate a City Council Priorities process. The process included a community survey, three community focus groups, and a City Council workshop. The goal of the workshop was for the City Council to discuss priorities for the next three to five years, as well as determine specific objectives related to each priority.

At the workshop, the City Council added a new priority focused on developing anti-racist, anti-discrimination policies and plans to achieve community and organizational diversity, equity, and inclusion (DEI). In addition to the seven long-term priorities, the City Council identified 31 objectives that include policies, projects, and programs that staff will work on over the next two years (2022-24).

One of the objectives identified by the City Council was to pursue a DEI evaluation of current policies and practices to establish a baseline. On July 11, 2022, staff issued a Request for Proposals for a consultant to perform the evaluation, recommend strategies for next steps, and develop a framework to implement improvements.

By the RFP deadline (September 6, 2022), staff received fourteen proposals. After reviewing the proposals, based on their knowledge, experience, and work with other public sector agencies, staff formed a selection committee and identified four firms to interview. The selection committee consisted of City staff as well as Rimmi Hundal, Executive Director of Tri-City Mental Health. Of the four firms that were interviewed, the selection committee agreed that CPS HR Consulting is the most qualified firm to conduct a DEI evaluation and provide consulting services to the City of Claremont. Established in 1985 as a self-supporting public agency, CPS HR Consulting provides a full range of integrated solutions to government agencies, public safety, and nonprofit organizations. They have assembled a team of expert consultants who have worked successfully with several other local government agencies to establish and achieve their DEI goals.

The evaluation will specifically look at policies, programs, and practices that directly or indirectly impact City staff and residents in regard to their race, ethnicity, gender, national origin, color, disability, age, sexual orientation, gender identity, religion, or other socio-culturally significant factors. This will include the review of:

- City policies and practices (including Personnel/Human Resources)
- Municipal Code
- City services
- Community engagement
- Internal and external communications
- Program funding and expenses
- City staff demographics

In addition to the evaluation, the City will receive consulting services to advise the City team on its DEI work. The deliverables will include the development of findings and recommendations to be included in a final report and presentation to the community and the City Council in June 2023.

RELATIONSHIP TO CITY PLANNING DOCUMENTS

Staff has evaluated the agenda item in relationship to the City's strategic and visioning documents and finds that it applies to the following City Planning Documents: Council Priorities, General Plan, and the 2022-24 Budget.

CEQA REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and Section 15060(c)(3) (the activity is not a "project" as defined in Section 15378).

PUBLIC NOTICE PROCESS

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

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