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NOTICE OF SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA

COUNCIL CHAMBERS  
5655 JILLSON STREET, COMMERCE, CALIFORNIA

MONDAY, AUGUST 19, 2013 – 4:00 P.M.

I, Joe Aguilar, Mayor, do hereby call a Special Meeting of the City Council of the City of Commerce, California, to convene at **4:00 p.m. on Monday, August 19, 2013**, in the City Council Chambers, 5655 Jillson Street, Commerce, California 90040.

The Council will convene to consider the following:

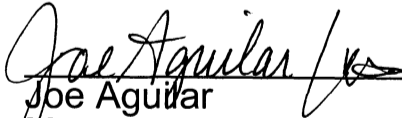
**SCHEDULED MATTERS**

1. Interviews and Selection of a Consultant Firm – Department Organizational Study

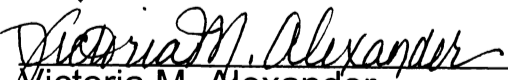
The **City Council** will conduct interviews of two (2) consulting firms and thereafter consider selecting one firm to conduct an assessment of organizational effectiveness of the Department of Public Works and Development Services.

No other business will be conducted at this meeting.

Dated: August 16, 2013

  
Joe Aguilar  
Mayor

ATTEST:

  
Victoria M. Alexander  
Deputy City Clerk

LARGE PRINTS OF THIS AGENDA ARE AVAILABLE UPON REQUEST  
FROM THE CITY CLERK'S OFFICE, MONDAY-FRIDAY,  
8:00 A.M.-6:00 P.M.



# AGENDA REPORT

MEETING DATE: AUGUST 19, 2013

**TO: HONORABLE CITY COUNCIL**

**FROM: CITY ADMINISTRATOR**

**SUBJECT: ORGANIZATIONAL ASSESSMENT OF THE PUBLIC  
WORKS AND DEVELOPMENT SERVICES DEPARTMENT**

**RECOMMENDATION:**

It is recommended that the Council conduct interviews of the two finalist consulting groups recommended by staff and select one consulting group to conduct an assessment of organizational effectiveness for the Public Works and Development Services Department.

**MOTION:**

Move to approve the staff recommendation.

**OVERVIEW:**

Kelly Associates and Matrix Consulting Group are both qualified consultants with significant experience and a long client list of cities. Both firms have a different style and approach to the assignment.

**FISCAL IMPACT:**

The Council has set aside sufficient funds in the FY 2013/2014 budget to conduct the assessment.

**RELATIONSHIP TO STRATEGIC GOALS:**

1. Improve and Maintain Infrastructure to Beautify our Community
2. Implement Staff Development

**Respectfully submitted,**



Jorge J. Rifa  
City Administrator