RESOLUTION NO. 7374

A RESOLUTION introduced by Councilmember Gary Price relating to the hiring of a Consultant or Consultants to perform an operational assessment and study of selected City departments and divisions to optimize and improve City services.

WHEREAS, it is a city government's goal to provide its citizens with optimal city services at the lowest possible cost; and

WHEREAS, as a catalyst for continuous improvement of City operations, the City of Topeka proposes to hire a professional Consultant or Consultants to perform an operational assessment and study of selected departments and divisions to ensure that the City is providing optimal administrative and fiscal management and services; and

WHEREAS, it is the desire of the City Council to provide funding in an amount not to exceed $50,000 in the FY 2003 budget from the Contingency Line Item in the General Fund to initiate the performance of the operational assessment and study in FY 2003.

WHEREAS, because the Mayor and the City Council shall identify $75,000 are presently entering into discussions regarding to fund a line item in the City Council's FY 2004 budget, it is the opportune time to identify a source of funding in an amount not to exceed $75,000 to cover the costs associated with completing the performance of the operational assessment and study.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Topeka as follows:

COUNCILRES
OPTIMIZATION.AMEND
7/30/03
1) The Mayor and City Council shall identify $50,000 in the FY 2003 budget from the Contingency Line Item in the General Fund and shall identify $75,000 to fund a line item in the City Council's FY 2004 budget sources of funding in our current FY 2003 budget in the amount of $50,000, and the FY 2004 budget in an amount not to exceed $75,000 to cover the costs of the operational assessment and study to optimize and improve City services and make recommendations to reduce costs.

2) The Mayor and the City Council, on behalf of the City, shall issue a request for proposal for the purpose of hiring a professional Consultant or Consultants who will perform the operational assessment and study to optimize and improve services and make written recommendations to the Mayor and City Council as more specifically described herein. Individuals or firms responding to the request for proposal will be reviewed based on qualifications, presentation, satisfaction with past clients, budget and other pertinent factors. The Mayor shall contract on behalf of the City with the Consultant or Consultants upon the advice of the City Council.

3) Consultant or Consultants shall perform operational assessments of all City departments and divisions, excluding Water, Water Pollution Control, and Stormwater Utility.

4) Consultant or Consultants shall begin the operational assessments on or before October 1, 2003. Should the Consultant or Consultants determine that a department or division is not providing optimal administrative and fiscal management and services, the Consultant may recommend corrective actions be implemented that may include but not limited to the following:
• Competitive assessment
• Process reengineering
• Optimization
• Process improvement
• Performance management
• Reduce costs

5) The Chief Administrative Officer and Budget Director shall act as liaison between the Consultant or Consultants and City departments and divisions.

6) The Consultant or Consultants shall deliver a Final Report setting out the findings and recommendations to the Mayor and City Council on or before April 30, 2004. A copy of the report shall be filed in the City Clerk’s Office.

7) Oversight Committee established. An Oversight Committee shall be established whose duties shall include but not be limited to the following:

a) Assist in the formulation of the request for proposal for procuring the professional services of a Consultant or Consultants to perform a workforce assessment;

b) Assist in the evaluation of the responses to the request for proposal and selection of a Consultant or Consultants;

c) Review Consultant’s Final Report and make recommendations to the Mayor and City Council that would ensure effective outcomes consistent with the City’s goals, objectives and performance standards in achieving
continuous improvement of the City's workforce's ability to provide optimal service at the lowest possible cost to citizens;

d) Review and evaluate programs, including outcomes, goals, data analysis and continuous quality improvement and resulting adjustments; and
e) Provide quarterly reports to the Mayor and full City Council.

8) Composition of the Oversight Committee. By majority vote the City Council shall create and the Deputy Mayor shall appoint a Special Committee of three City Council members to serve on an Oversight Committee. The Oversight Committee shall include four (4) additional members who shall be individuals such as active or retired business, professional or governmental executives who possess the management or technical expertise required to carry out the responsibilities as described in Section 7, evaluate Consultant's or Consultants' assessment study and implementation of the same. The Chairman Chairperson of the Oversight Committee shall be selected from the four (4) additional members by a majority vote of the Special Committee appointed by the Deputy Mayor. The Oversight Committee shall serve without compensation with the exception of the Chairman Chairperson.

9) Oversight Committee Chairman's Chairperson's role. The Oversight Committee Chairman Chairperson shall oversee and provide direction to the Consultant or Consultants as well as coordinate the assessment and review with the Mayor, Chief Administrator Officer and Budget Director. Oversight Committee Chairman Chairperson shall report back monthly to the Oversight Committee ensuring that the assessment and
review is proceeding according to plan. Oversight Committee Chairman Chairperson shall receive compensation not to exceed $5,000 for his/her role.

ADOPTED and APPROVED by the City Council

AUG 05 2003

Harry Felker, Mayor

Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY
DATE 7/30/03 BY RS

COUNCIL RES
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