RESOLUTION NO. 7477

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, amending City of Topeka Resolution No. 7374.

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 fifty thousand dollars ($50,000.00) 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, the City Council shall identify seventy-five thousand dollars ($75,000.00) to fund a line item in the City Council's FY 2004 budget 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 that City of Topeka Resolution No. 7374 is hereby amended to read as follows:

1. The Mayor and City Council shall identify fifty thousand dollars ($50,000.00) in the FY 2003 budget from the Contingency Line Item in the General Fund and shall identify seventy-five thousand dollars ($75,000.00) to fund a line item in the City Council’s FY 2004 budget to cover the costs of the operational assessment and

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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
selected 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
50. Performance management
51. Reduce costs
52. The Chief Administrative Officer and Budget Director shall act as liaison between the Consultant or Consultants and City departments and divisions.
53. 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 June 1, 2004. A copy of the report shall be filed in the City Clerk’s Office.
54. Oversight Committee established. An Oversight Committee shall be established whose duties shall include but not be limited to the following:
55. Assist in the formulation of the request for proposal for procuring the professional services of a Consultant or Consultants to perform a workforce assessment;
56. Assist in the evaluation of the responses to the request for proposal and selection of a Consultant or Consultants;
57. 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;
58. Review and evaluate programs, including outcomes, goals, data analysis and continuous quality improvement and resulting adjustments; and
59. 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. The 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 Chairperson.

9. Oversight Committee Chairperson’s role. The Oversight Committee 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 Chairperson shall report back monthly to the Oversight Committee ensuring that the assessment and review is proceeding according to plan. Oversight Committee Chairperson shall receive compensation not to exceed $5,000 for his/her role.

ADOPTED and APPROVED by the City Council

Duane F. Pomeroy, Deputy Mayor

Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY
DATE 11/20/03 BY

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