

RESOLUTION NO. 7374

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4 A RESOLUTION introduced by Councilmember Gary Price relating to the hiring of a
5 Consultant or Consultants to perform an operational assessment and
6 study of selected City departments and divisions to optimize and
7 improve City services.
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9 WHEREAS, it is a city government's goal to provide its citizens with optimal city
10 services at the lowest possible cost; and

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

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

19 WHEREAS, ~~because the Mayor and the City Council shall identify \$75,000 are~~
20 ~~presently entering into discussions regarding to fund a line item in the City Council's FY~~
21 ~~2004 budget, it is the opportune time to identify a source of funding in an amount not to~~
22 ~~exceed \$75,000 to cover the costs associated with completing the performance of the~~
23 operational assessment and study.

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

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

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

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

43 4) Consultant or Consultants shall begin the operational assessments on or
44 before October 1, 2003. Should the Consultant or Consultants determine that a
45 department or division is not providing optimal administrative and fiscal management
46 and services, the Consultant may recommend corrective actions be implemented that
47 may include but not limited to the following:

- 48 • Competitive assessment
- 49 • Process reengineering
- 50 • Optimization
- 51 • Process improvement
- 52 • Performance management
- 53 • Reduce costs

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

56 6) The Consultant or Consultants shall deliver a Final Report setting out the
57 findings and recommendations to the Mayor and City Council on or before April 30,
58 2004. A copy of the report shall be filed in the City Clerk's Office.

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

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

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

66 c) Review Consultant's Final Report and make recommendations to the
67 Mayor and City Council that would ensure effective outcomes consistent
68 with the City's goals, objectives and performance standards in achieving

69 continuous improvement of the City's workforce's ability to provide optimal
70 service at the lowest possible cost to citizens;

71 d) Review and evaluate programs, including outcomes, goals, data analysis
72 and continuous quality improvement and resulting adjustments; and

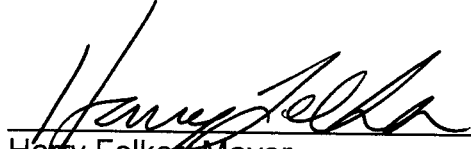
73 e) Provide quarterly reports to the Mayor and full City Council.

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

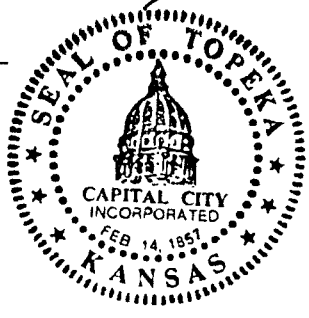
85 9) Oversight Committee ~~Chairman's~~ Chairperson's role. The Oversight
86 Committee ~~Chairman~~ Chairperson shall oversee and provide direction to the Consultant
87 or Consultants as well as coordinate the assessment and review with the Mayor, Chief
88 Administrator Officer and Budget Director. Oversight Committee ~~Chairman~~ Chairperson
89 shall report back monthly to the Oversight Committee ensuring that the assessment and

90 review is proceeding according to plan. Oversight Committee ~~Chairman~~ Chairperson
91 shall receive compensation not to exceed \$5,000 for his/her role.

92 ADOPTED and APPROVED by the City Council AUG 05 2003

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97 Harry Felker, Mayor

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99 Iris E. Walker, City Clerk



100 APPROVED AS TO FORM AND LEGALITY
101 DATE 7/30/03 BY BBC
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