

RESOLUTION NO. 7417

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

28 study to optimize and improve City services and make recommendations to reduce  
29 costs.

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

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

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

- 46 • Competitive assessment
- 47 • Process reengineering
- 48 • Optimization
- 49 • Process improvement

- 50           • Performance management
- 51           • Reduce costs
- 52           5.     The Chief Administrative Officer and Budget Director shall act as liaison
- 53 between the Consultant or Consultants and City departments and divisions.
- 54           6.     The Consultant or Consultants shall deliver a Final Report setting out the
- 55 findings and recommendations to the Mayor and City Council on or before ~~April~~ June 1,
- 56 2004. A copy of the report shall be filed in the City Clerk's Office.
- 57           7.     Oversight Committee established. An Oversight Committee shall be
- 58 established whose duties shall include but not be limited to the following:
- 59                 a.     Assist in the formulation of the request for proposal for procuring
- 60 the professional services of a Consultant or Consultants to perform a workforce
- 61 assessment;
- 62                 b.     Assist in the evaluation of the responses to the request for proposal
- 63 and selection of a Consultant or Consultants ;
- 64                 c.     Review Consultant's Final Report and make recommendations to
- 65 the Mayor and City Council that would ensure effective outcomes consistent with
- 66 the City's goals, objectives and performance standards in achieving continuous
- 67 improvement of the City's workforce's ability to provide optimal service at the
- 68 lowest possible cost to citizens;
- 69                 d.     Review and evaluate programs, including outcomes, goals, data
- 70 analysis and continuous quality improvement and resulting adjustments; and
- 71                 f.     Provide quarterly reports to the Mayor and full City Council.

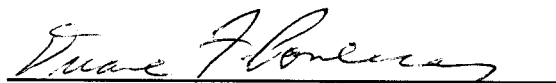
72 8. Composition of the Oversight Committee. By majority vote the City  
73 Council shall create and the Deputy Mayor shall appoint a Special Committee of three  
74 City Council members to serve on an Oversight Committee. The Oversight Committee  
75 shall include four (4) additional members who shall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

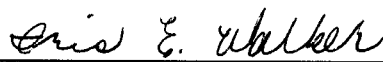
82 9. Oversight Committee Chairperson's role. The Oversight Committee  
83 Chairperson shall oversee and provide direction to the Consultant or Consultants as  
84 well as coordinate the assessment and review with the Mayor, Chief Administrator  
85 Officer and Budget Director. Oversight Committee Chairperson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

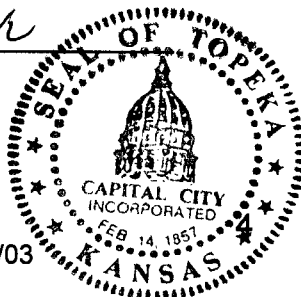
NOV 25 2003

89 ADOPTED and APPROVED by the City Council \_\_\_\_\_

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Duane F. Pomeroy, Deputy Mayor

  
Iris E. Walker, City Clerk



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