NUMBER Fin-1

PROPOSED COUNCIL STUDY ISSUE

For Calendar Year: 2004

New X

Previous Year (below line/defer)

Issue: Policy on the Use of Consultants

Lead Department: Finance

General Plan Element or Sub-Element: Planning and Management

1. **What are the key elements of the issue? What precipitated it?**

   Historically, the need for consulting services has been determined on a case-by-case basis by each department. No citywide criteria has been established. In May 2003, as part of its review of the City Manager's proposed budget reductions, Council reviewed a list of open consultant agreements for each department. There was an obvious lack of consistency between departments in the use of consultants.

2. **How does this relate to the General Plan or existing City Policy?**

   There is currently no City policy on the use of consultants.

3. **Origin of issue:**

   Councilmember: Risch

   General Plan: _____

   Staff: _____

BOARD or COMMISSION

Arts	Housing & Human Svcs
Bldg. Code of Appeals	Library
BPAC	Parks & Rec.
CCAB	Personnel
Heritage & Preservation	Planning

Board / Commission Ranking/Comment:

_____ Board / Commission ranked _____ of _____

4. Multiple Year Project? Yes No Expected Year of Completion 2004

5. Estimated work hours for completion of the study issue.

(a) Estimated work hours from the lead department	40
(b) Estimated work hours from consultant(s):	
(c) Estimated work hours from the City Attorney's Office:	20
(d) List any other department(s) and number of work hours:	20
Department(s): Various	
Total Estimated Hours:	80

6. Expected participation involved in the study issue process?

(a) Does Council need to approve a work plan?	Yes	No
(b) Does this issue require review by a Board/Commission?	Yes	No
If so, which Board/Commission? _____		
(c) Is a Council Study Session anticipated?	Yes	No
(d) What is the public participation process?		

7. Estimated Fiscal Impact:

Cost of Study	$4,000.00
Capital Budget Costs	$
New Annual Operating Costs	$
New Revenues or Savings	$
10 Year RAP Total	$
Budget Modification Needed	No

8. **Staff Recommendation**

Recommended for Study

Against Study

X No Recommendation

Explain below staff's recommendation if "for" or "against" study. Department director should also note the relative importance of this study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

reviewed by

Department Director — 11/18/03 *Date*

approved by

City Manager — 11-18-03 *Date*