

RESOLUTION NO. 06-22
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER JoAnne Rau ON THE
24th DAY OF January, 2022.

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO
ENTER INTO AN AGREEMENT FOR CONSULTING SERVICES
WITH ORGANIZATION SOLUTIONS, LLC.**

WHEREAS, the City maintains equipment and inventory vital to day-to-day operations, including at the Golf Club at Yankee Trace; and

WHEREAS, the City desires to develop and implement tools for a fixed asset management tracking system at Yankee Trace for the purposes of keeping track of equipment and inventory; and

WHEREAS, the City of Centerville is further desirous of obtaining professional consulting services to assist Yankee Trace with capturing current state processes, streamline and align as needed to support future needs; and

WHEREAS, Organization Solutions, LLC, has unique knowledge of such work and has the demonstrated ability to assist in accomplishing the objectives of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE CITY OF CENTERVILLE, MONTGOMERY COUNTY, OHIO, AS
FOLLOWS:**

Section 1. The City hereby agrees to enter into an Agreement with Organization Solutions, LLC; and the City Manager is hereby authorized to execute the Agreement with Organization Solutions, LLC, in a form substantially similar to the Agreement attached hereto as Exhibit "A" and incorporated herein on behalf of the City of Centerville.

Section 2. This Resolution shall be in full force and effect at the earliest date allowed by law.

PASSED THIS 24th day of January, 2022.

Bruce A. Bampton
Mayor of the City of Centerville, Ohio

ATTEST:

Donna Liori
Clerk of Council (*Acting*)
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Resolution No. 06-22, passed by the Council of the City of Centerville, Ohio on the 24th day of January, 2022.

Donna Liori
Clerk of the Council (*Acting*)

Approved as to form, consistency
with existing ordinances, the
charter & constitutional provisions
Department of Law
Scott A. Liberman
Municipal Attorney



January 14, 2022

Prepared for:

Mariah Vogelgesang
Yankee Trace / City of Centerville
10000 Yankee St.
Centerville, OH 45458

Consulting Proposal

8-10 hours/month at \$125.00/hour

Goals:

- Tools & Solutions: Develop and implement tools for fixed asset management tracking, preparing data and processes for future software
- Processes: Capture current state processes, streamline, and align as needed to support future needs

Process

▪ **Discovery Phase / Information Gathering**

- Meet with key users to understand the items and needs listed above
- Review existing files and processes to understand current state and develop working knowledge

▪ **Solution Design & Delivery**

- Develop tools as needed for better data tracking, reporting and streamlined function
- Document current state process flows and optimize for future state

▪ **Implementation & Support**

- Communicate/train on database and/or process changes
- Continuous improvement as requested to solutions delivered

Signature _____	<u>Janet Jackson</u>
Printed Name _____	Janet Jackson
Title _____	Owner
Company City of Centerville _____	Organization Solutions, LLC
Date _____	January 14, 2022

To proceed with consulting sessions, please sign and return this proposal.

APPROVED AS TO FORM: _____
Scott A. Liberman, Municipal Attorney

Considerations for best results from this consulting relationship

- I refrain from piecemeal work because too often that doesn't result in the best solution for an organization. Rather, I prefer to develop a working relationship with my client so that I can understand them, their processes, and their needs so the best outcome can be achieved.
- The more I can work with the organization's people and learn overall workflow, the better I am able to understand the needs and thus design efficient solutions.
- As much as possible, the best and fastest results happen when we establish a consistent schedule, typically meeting twice/month for approximately 4-5 hours each visit. In the interest of time and focus, occasionally work is done off-site and will be billed at the same rate.
- Because I schedule 3-4 weeks ahead of time, I respectfully ask that you let me know of any need to reschedule at your earliest convenience.
- It takes time to assess years of processes, so please understand that it will take time to create and implement all the identified objectives. It is also impossible for me to give an accurate estimate regarding hours required to accomplish the goals. Please know that I am committed to efficiency in all that I do and move as quickly as possible to make progress.
- I only bill for hours worked, invoicing for the month at month-end. Thank you for prompt payment.

Company Summary

Since 2001, Organization Solutions' mission has been to help individuals and organizations "find a better way" by designing solutions and supporting processes to increase workplace organization, productivity, and efficiency. Services include:

- **Consulting:** Evaluating business processes and designing solutions to streamline workflow and increase efficiency
- **Training:** My workshops are not designed to just teach tools; they help you apply these tools so you can do your job more efficiently. In addition to organization and productivity content, I also deliver training on most Microsoft Office applications.
- **eLearning:** My eLearning site, www.ABetterWayTo.co, provides my training in a format that can be accessed whenever and wherever is most convenient for you and your staff.

Consulting Experience

Past and present consulting clients include government agencies, non-profit organizations, small businesses, manufacturing firms, and service industry companies. A list of references is available upon request. Work performed at these clients includes, but is not limited to, the following:

- **Processes & Procedures:** Document processes and procedures to 1) ensure consistency and assist with onboarding/personnel transitions and 2) identify opportunities for improvement
- **Facilitation & Project Management:** Coordinate, facilitate, and manage implementation of key objectives to help the organization make progress
- **Organization Systems:** Design an organization system to which electronic, paper and archived files can be aligned, with electronic indices developed as needed to quicken file retrieval
- **Process Tools & Solutions:** Create electronic tools to streamline and standardize the completion of tasks and processes, including forms and spreadsheet solutions
- **System Support:** Learn software used within organization to help users use it effectively and efficiently, creating supplemental tools as needed to streamline workflow
- **Microsoft Office Support:** Provide troubleshooting, tailored training, and solution design associated with Microsoft Office applications