

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/27/2006		Item Number: <u>A-5</u>	
AGENDA ITEM: Award of a Contract to The Consulting Team for Meeting Facilitation Services and Authorization of a Related Allocation of Appropriated General Fund Reserve.			
Contact Person/Dept.: Steve Cunningham, Bill LaPointe, John Richo, and Serena Wright		Phone Number: (310) 253-6000	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (11/22/06)			
Department Approval: Martin R. Cole (11/21/2006)		City Manager Approval: Jerry B. Fulwood (11/22/2006)	
City Controller Approval: Marlee Chang (11/22/2006)			
<u>RECOMMENDATION:</u> Staff recommends the City Council award a contract to The Consulting Team, LLC for an amount not to exceed \$50,000 for meeting facilitation services and authorize a related allocation of appropriated General Fund reserve. <u>BACKGROUND:</u> During the recent budget study sessions, the City Council recognized the pivotal position the City of Culver City currently finds itself. The City Council has built upon a firm foundation put in place by prior City Councils to continue the great progress achieved by the City over the past 10 to 15 years. Some examples of this progress include: • Successful renaissance of the City's downtown, which has been transformed into a vibrant business and entertainment/recreational core. Culver City has received national recognition for its innovative restaurants; • Culver City remains the proud home of Sony Pictures Entertainment, The Actors Gang at the Kirk Douglas Theater and will soon become the home of a major campus of Symantec. • The Hayden Tract is blooming into a vibrant small-business/high-technology area; • East Culver City is now home to numerous art galleries; • The City continues to be a model of responsive government, providing a wide array of quality services to its citizens through the dedication of its employees.			

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The results of this progress is a environment with low commercial and residential vacancy rates, rising property values, and a place where persons of diverse backgrounds, heritages, and creeds come together as one community.

Developments, many of which were forced upon the City by outside forces, have led the City to re-evaluate its fiscal operations through the development of a Financial Master Plan (to be considered by the City Council in January, 2007). The City, and its component unit Redevelopment Agency, are facing critical issues of how to maintain a healthy fiscal state while facing issues such as:

- The ultimate dissolution of the redevelopment agency beginning in the next decade;
- Rising employment related costs, including retirement and medical premiums;
- Increasing number of deferred maintenance items related to infrastructure needs (maintaining and repairing important items such as city owned buildings, streets, sidewalks, the sanitary sewer and storm drainage system);
- Major federal and state mandates to enforce clean water standards (NPDES) without an identified funding source

While celebrating its successes and facing these challenges, the City Council has also recognized a central core issue: How best can the City capitalize on the current forward momentum while preparing for the challenges facing the City both now and in the future?

DISCUSSION

In an environment of limited resources, it is particularly important all members of the City's diverse team work together to provide advice to and implement the policy decisions of the City Council. At this unique crossroads in the City's history, where it is facing great successes, formidable challenges, and a voter-approved change in governmental structure, staff recommends the City Council consider the approval of a contract with a top-notch facilitator to conduct meetings involving the City Council, the City Manager, the City's Executive Management Team, and the City's Commissions.

Staff began an extensive process of evaluating potential facilitators by soliciting statewide input from other California cities through the League of California Cities. A list was developed of potential facilitators derived from the responses received. A subset of the Executive Management Team distilled the list and chose to interview four finalists. After reviewing the finalists' qualifications (and in some cases seeing the candidates "in action") and comparing the qualifications to the diverse needs of

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Culver City, the City Manager selected The Consulting Team and its Chief Executive Officer, Dr. Marilyn Manning, for recommendation to the City Council for award of contract.

Dr. Manning has extensive experience in working with groups of myriad sizes, interests, and goals. She has facilitated meetings with groups from both the private and public sectors. Based upon direct observation, staff believes Dr. Manning's style, coupled with her extensive experience, make her the best choice to meet Culver City's meeting facilitation needs.

Proposed Process

Staff proposes to hold several facilitated meetings involving the following groups:

- The City Council
- The City Manager
- The City's Four Core Commissions
- The Executive Management Team

It is proposed the City Council would meet with the City Manager, the City Manager and Commissions, and with the City Manager and Executive Management. The process would culminate in a facilitated meeting involving all four groups. Once the initial facilitated meetings have concluded, there will be a need to have future follow-up meetings with the facilitator to ensure the path forged by the City Council continues to be followed.

Should the City Council approve this proposal, preliminary meetings between the facilitator and individual Councilmembers and the City Manager could begin in late December/early January. From these meetings a firm schedule would be developed for the secondary meetings. It is expected this process would be complete in March, 2007 (in time to incorporate the results into the Fiscal Year 2007/2008 budget process).

Goals of this Process

The overall goal of these facilitated meetings will be to create an environment where each participant can candidly address the various issues facing the City and propose methods these challenges can be best resolved. The meetings will also result in the creation of overall goals and objectives by the City Council for the various commissions, the City Manager, and the City as a whole. Ultimately, this process is meant to be a "living" exercise that can be used as an ongoing tool which can be

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updated as needed. The Comprehensive Financial Plan will be also crafted accordingly to achieve these goals.

FISCAL ANALYSIS:

Because of the high importance of the exercise to the City's short and long term operations, it is recommended the City engage the services of Dr. Manning directly. Based upon her Non-Profit and Government Fee Schedule (included in the attachment), it is recommended the City Council award a contract to the Consulting Team for a not-to-exceed amount of \$50,000.00.

It is proposed this contract would be funded in the following manner:

Transportation Department:	\$ 5,000.00
Redevelopment Agency:	\$22,500.00
Appropriated General Fund Reserve	\$22,500.00

Should the Council concur with this funding recommendation, an item will be placed on the December 4, 2006 Agency agenda to confirm the funding from the Redevelopment Agency. The amount proposed from the Transportation Department can be used for already appropriated sources.

ATTACHMENTS:

1. Additional information about The Consulting Team, LLC.

MOTION:

That the City Council:

1. Authorize the allocation of \$22,500.00 from the appropriated General Fund Reserve for this Contract;
2. Authorize a Contract with the Consulting Team, LLC in an amount not-to-exceed \$50,000;
3. Authorize the City Attorney to prepare and/or approve on the basis of form any necessary documents related to this contract; and,
4. Authorize the City Manager to execute the contract on behalf of the City.