

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	May 9, 2016
	Agenda Item No.	39
	Roll Call No.	<u>16-0779</u>
	Communication No.	<u>16-258</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Recommendation to approve an amendment to the contract amount authorized for 2015-2016 Strategic Planning services with Lyle Sumek Associates, Inc. (9 Flagship Court, Palm Coast, FL 32137) to \$65,000 from \$45,000.

SYNOPSIS:

On April 6, 2015, by Roll Call No. 15-0592, City Council approved a contract with Lyle Sumek Associates, Inc. for Strategic Planning services in an amount not to exceed \$45,000. The original contract amount was established presuming one (1) Governance Planning Workshop, and two (2) Strategic Planning Work Shops and typical consultant fees, expenses and work products including Leadership and Governance Guide 2015 Final Report and 2015 Strategic Plan documents.

Fees for the 2015 Strategic Planning have been revised and increased to \$65,000. Two (2) factors explain the added cost:

- The January 2016 Strategic Planning Work Shop was not included in scope of work described in the original contract.
- Hourly consultation fees were higher than anticipated as shown below.

FISCAL IMPACT:

Amount: Additional \$20,000 for 2015 Strategic Planning contract with Lyle Sumek Associates, Inc.

Funding Source: Citywide Training/Benchmarking Fund: H720 ND409732, page 123

ADDITIONAL INFORMATION:

Consultant billings from Lyle Sumek Associates, Inc. for planning, preparation, conducting Governance and Strategic Planning sessions for Council and the Executive Team, over and above the approved Contract amount are summarized below:

Governance and Strategic Planning Work Shop 4 (January 2016):	\$ 13,000
Governance and Strategic Planning Work Shops 1-3 (June, July and August 2015):	<u>\$ 7,000</u>
Total:	\$ 20,000

PREVIOUS COUNCIL ACTION(S):

Date: April 6, 2015

Roll Call Number: [15-0592](#)

Action: [Exception](#) to procurement ordinance competitive RFP process for good cause and accepting proposal of Lyle Sumek Associates, Inc. to provide strategic planning consulting services, not to exceed \$45,000. ([Council Communication No. 15-182](#)) Moved by Mahaffey to approve. Motion Carried 6-1.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Multi-Year Contract with Lyle Sumek Associates, Inc. for Strategic Planning Consulting Services (June 2016)

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