

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> June 26, 2017
	<b>Agenda Item No.</b> 43 <b>Roll Call No.</b> <u>17-1084</u> <b>Communication No.</b> <u>17-522</u> <b>Submitted by:</b> Carl Metzger, Deputy City Manager

**AGENDA HEADING:**

Approving an exception to the procurement ordinance competitive bidding process for good cause and accepting proposal of Lyle Sumek Associates, Inc. (9 Flagship Court, Palm Coast, Florida 32137) for Governance and Strategic Planning Workshops, services and expenses, for an amount not to exceed \$60,000. Additionally, authorize the City Manager to execute the contract with Lyle Sumek Associates, Inc. for 2016-2017 strategic planning services with the option to renew services on an annual basis through 2022.

**SYNOPSIS:**

Approval for good cause shown by the City Manager for additional services procured from Mr. Sumek due to his prior work with the City on strategic planning services.

It is a shared priority of the City Council and the City Manager to update the City of Des Moines Strategic Plan. For the last two (2) years, the City Council has worked with Mr. Sumek to set and review the Council’s Strategic Plan: Guide DSM. The City Manager has determined that good cause exists to forgo procurement procedures and hire Mr. Sumek Associates, Inc. The City Manager’s Office, Legal Department, and Human Resources have vetted other providers and believe choosing Mr. Sumek offers the City the best chance at success in prioritizing City goals and producing a work plan that can be achieved. Mr. Sumek has unmatched experience in working with local government officials, including many from Iowa.

**FISCAL IMPACT:**

Amount: Not to exceed \$60,000 for consulting services, fees and expenses with the option to renew for an additional four (4) years.

Funding Source: Citywide Training/Benchmarking Fund: ND 4720-409732

**ADDITIONAL INFORMATION:**

- Lyle Sumek Associates, Inc. is recommended to facilitate and lead the City Council’s 2017 strategic planning process. Over the last two (2) years, Mr. Sumek has assisted the Council and staff in identifying five (5) strategic goals and a number of objectives to help direct the future of the City.
- Mr. Sumek has extensive experience working with local elected officials in the areas of leadership, strategic planning and team building, and aligning the corporate culture. Mr. Sumek

has provided two (2) years of strategic planning services to the City Council. Currently, he works with the Iowa communities of Dubuque, Bettendorf, Clive, and Waukee, as well as Moline, IL, Fort Lauderdale, FL, Sugar Land, TX, and Virginia Beach, VA, among others.

- Working with Mr. Sumek, the Mayor, the City Council, and the City Manager focus is on creating a culture of strategic governance. Outcomes of this workshop include:
  - To build the work relations among the Mayor, the City Council, and the City staff.
  - To develop the capacity of the Mayor and the City Council as the “Board of Directors” as they develop policies, make decisions, determine direction, and solve problems.
  - To define what a successful working relationship would look like and what image that the Mayor and the City Council would like to have in the community.
  - To establish an agreed upon operating protocol, guiding Mayor, City Council, City Manager, and City Attorney interaction on a day-to-day basis.
  
- Working with Mr. Sumek, City staff focus on gathering information for the Mayor and City Council Workshop. Outcomes of this workshop includes:
  - To review accomplishments from the past year.
  - To focus on vision, mission, and direction for the City of Des Moines.
  - To identify topics for the Mayor and City Council Workshop.
  - To review 2016 performance.
  - To articulate a vision for the City of Des Moines’ 15-year planning horizon.
  - To define the City of Des Moines mission and core services.
  - To formulate an initial draft of the City of Des Moines 2017-2022 Plan, including goals and objectives.
  
- Scope of Services Includes:
  - Activity 1—Strategic Planning Activity Outline for the City of Des Moines
  - Activity 2—Mayor, City Council, City Manager, City Attorney, Senior Management and Department Directors.
  - Activity 3—Interviews, Analysis and Preparation of Leader’s Guide.
  - Activity 4—Strategic Planning Session 1 for Management Team.
  - Activity 5—Preparation of Leader’s Guide for Mayor and City Council.
  - Activity 6—Leadership and Strategic Planning Workshop 1 for Mayor and City Council.
  - Activity 7—Strategic Planning Workshop 2 for Management Team.
  - Activity 8—Leadership and Strategic Planning Workshop 2 for Mayor and City Council.
  
- Deliverables Include:
  - Strategic Plan: Five (5) and 15 Year Periods
  - Executive Summary: Five (5) and 15 Year Periods
  - Action Agenda: Five (5) Year Period
  - Leader’s Guide: Annual Final Report
  - Plan in Brief: Annual Plan
  - Performance Report: Prior Year Annual Report

**PREVIOUS COUNCIL ACTION(S):**

Date: May 9, 2016

Roll Call Number: [16-0779](#)

Action: [Amendment](#) to contract with Lyle Sumek Associates, Inc. for strategic planning consulting services to increase payment from the original amount of \$45,000 to \$65,000. ([Council Communication No. 16-258](#)) Moved by Hensley to approve. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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