

*"Placerville, a unique historical past forging into a golden future."*

**City Manager's Report**  
**February 27, 2018 City Council Meeting**  
**Prepared by: Cleve Morris, City Manager**  
**Item #: 12.3**



**Subject:** Adopt a Resolution authorizing the City Manager to negotiate and enter into an agreement with Mason-Smith Success Strategies for a Council-Staff Communication and Goal Setting Workshop for a not to exceed cost of \$7,000 and approving a budget appropriation from the General Fund Contingency for Unforeseen Expenditures in the amount of \$7,000.

**Purpose:** To meet with Council and Staff in an informal setting to discuss ways to better communicate both internally and externally and to establish goals and priorities for the upcoming fiscal year.

**Background:** Each year Council and staff meet to prioritize and set goals for the coming year. Periodically, Council has brought in outside consultants to facilitate the workshop. It has been approximately 5 years since that has been done. Staff is recommending the Council use a facilitated session this year.

**Discussion:** It is important that goals and objectives be established to better define the direction of the City and to assist staff in establishing a workplan for each department. In addition, it is important that communication protocols are understood by all so that we can communicate in a way that addresses all issues and helps both staff and council provide open and transparent information.

For these reasons, staff is recommending that we contract with a consultant this year to assist the Council and staff in forming goals for the upcoming year and reestablish communication guidelines. Staff solicited four proposals from the following firms:

Real Greatness (Al Soto):	\$1,450
Team Gaebler (Ted Gaebler):	\$9,000
Mason-Smith Success Strategies (Laura Mason Smith):	\$7,000
Bluhon Group (Peter Bluhon):	\$6,800 (plus expenses)

Staff reviewed all proposals and met with each consultant either in person or by phone. In addition, staff spoke to others who have used these services. After reviewing each firm, staff recommends the services of Mason-Smith Success Strategies for a total cost of \$7,000.

- Options:**
1. Authorize the services of Mason-Smith Strategies.
  2. Authorize the City Manager to negotiate an agreement with another Consultant.
  3. Do not authorize a consultant and direct the City Manager to facilitate the workshop.
  4. Do not schedule a workshop for the current fiscal year.

**Cost:** \$7,000

**Budget Impact:** This item was not approved as part of the adopted Fiscal Year 2017/2018 Operating Budget. Staff is recommending Council approve a \$7,000 budget appropriation from the General Fund Contingency for Unforeseen Expenditures to cover the cost of the proposed \$7,000 agreement with Mason-Smith Success Strategies.

**Recommendation:** Adopt a Resolution authorizing the City Manager to negotiate and enter into an agreement with Mason-Smith Success Strategies for a Council-Staff Communication and Goal Setting Workshop for a not to exceed cost of \$7,000 and approving a budget appropriation from the General Fund Contingency for Unforeseen Expenditures in the amount of \$7,000.



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**M. Cleve Morris, City Manager**

Attachments:

1. Resolution – Authorizing the City Manager to Negotiate an Agreement
2. Consultant Proposals