



# The Mercer Group, Inc.

Consultants to Management

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July 22, 2016

Jorge Rifá  
City Administrator  
City of Commerce  
2535 Commerce Way  
Commerce, CA 90040

Dear Mr. Rifá:

**The Mercer Group, Inc.** appreciates the opportunity to work with the City of Commerce on facilitating the adoption of your new Strategic Action Plan. In developing our approach to facilitating the Mayor and Council meeting to adopt the Strategic Action Plan it is essential that we do some pre-work with the Mayor and Council on identifying their potential questions and concerns with the plan. The following are my thoughts on the approach we should take.

**Mayor and Council Dialogue Questions** will be used to explore any issues or concerns with the Strategic Action Plan. The questions would be reviewed with the Mayor and Council in a short 15 minute call from the consultant. A report on the results of the calls will be developed and sent to the City Administrator for dissemination to the Mayor and Council prior to the meeting. The following are the potential questions for the dialogue and referenced page numbers in the Strategic Action Plan.:

- 1) Are you ok with the updating process in the Strategic Action Plan? **Please note Strategic Focus on pages 29 and 30.**
- 2) The Focus Areas and Guiding Principles (strategies) in the Strategic Action Plan will be used to inform the City's operating and capital improvement budgets and to develop strategic plan projects. Are you ok with the Focus Areas and Guiding Principles in the plan? **Please note pages Focus Areas and Guiding Principles on pages 12-19.**
- 3) Based on your discussions with the consultants and survey results, the staff developed projects for implementing in the Strategic Action Plan. Are you ok with the projects and schedules in the Strategic Action Plan? If not, are there projects you want eliminated, delayed or added to the plan? **Please note pages Projects on pages 12-19.**



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- 4) The Strategic Action Plan is the Mayor and Council's plan for establishing clear work priorities for the city staff. Considering responses to any concerns you have had under questions 1-3 are you ready to adopt the Strategic Action Plan for implementation in FY 2017?

**Mayor and Council Review and Markup of Strategic Action Plan Outline would be sent prior to the proposed facilitation dates on September 6 or September 20.** The outline would be very helpful for incorporating their thoughts into a new outline for consideration and adoption at the meeting. When this is combined with the Mayor and Council Strategic Action Plan Dialogue Questions it will provide better clarity for staff and the consultant to facilitate the meeting toward a successful adoption of the Strategic Action Plan. **The Mayor and Council between Monday August 15 to Friday to August 19 can mark up the outline and submit their changes to the City Administrator for incorporation into the revised Strategic Action Plan outline that will be used at the meeting.**

## Consulting and Facilitating Costs and Expenses

Mercer proposes a total cost not to exceed \$3,700 for the preparation, facilitation and expenses for the Mayor and Council adoption of the Strategic Action Plan.

Service	Cost
Mayor and Council Meeting Preparation and Facilitation	\$1,500
Mayor and Council Calls and Summary Report	600
Preparation Discussion with Mayor and Council	600
Reimbursable Expenses	1000
<i>Total</i>	<i>\$3,700</i>

I look forward to working with the Mayor and Council, you and the staff on this project. If you have any questions on the proposal, please do not hesitate to contact me.

*Mike*

Mike Letcher  
Senior Vice-President