

RESOLUTION NO. 2674

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
DIRECTING THE CITY MANAGER TO ENTER INTO A
CONSULTING SERVICES CONTRACT WITH M.A.P.
FOR CONDUCTING STAFF RETREATS AND
APPROPRIATING FROM VARIOUS
UNAPPROPRIATED FUND
BALANCES A TOTAL
OF \$15,000**

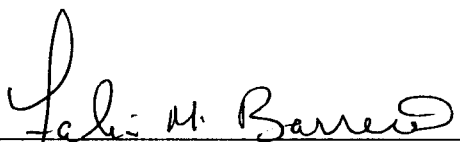
BE IT RESOLVED, by the City Council of the City of Soledad that the City Manager is hereby authorized and directed to enter into a consulting services contract, in the form of the document hereunto attached, marked "Attachment I," with M.A.P. for conducting staff retreats and appropriating from various unappropriated fund balances a total of \$15,000.

PASSED AND ADOPTED, by the City Council of the City of Soledad at a regular meeting duly held on the 3rd day of June, 1998 by the following vote:

AYES, and in favor thereof, Councilmembers: Ben Jimenez, Jr., Fred Ledesma, Richard Ortiz, Mayor Pro Tem Gary Gerbrandt, Mayor Fabian Barrera

NOES, Councilmembers: None

ABSENT, Councilmembers: None


MAYOR OF THE CITY OF SOLEDAD

ATTEST:


CITY CLERK OF THE CITY OF SOLEDAD



5820 Stoneridge Mail Road, Suite 100
Pleasanton, California 94588
(510) 847-9191 • Fax (510) 847-3091

PROPOSAL TWO

May 25, 1998

Ms. Belinda B. Espinosa
City Manager
City of Soledad California
248 Main Street
Soledad, California 93960

Dear Ms. Espinosa,

Thank you for the opportunity to work with you and each of your department managers on May 8, 1998.

The workshop was very productive and I look forward to our next sequence of workshops and other management and personnel development.

The following will confirm our discussion of May 19, 1998.

WORKSHOP TWO :

Workshop number two will be a one-day MINI-MAP program on June 19, 1998 for twelve participants, and

WORKSHOP NUMBER THREE:

Workshop number three will be a one-day MINI-MAP program on June 26, 1998 for twelve participants.

ACTION STEP:

INFORMATION GATHERING AND INTERVIEWING

Attachment I

Information Gathering:

- We will survey each participant and supervising manager as follows:
- Each participant will complete a participants questionnaire, and
- Each participant will complete an questionnaire on each of there colleagues, and
- Each Supervisor will complete a questionnaire on each of their direct reports, and

The process will also include:

FUNDAMENTAL INTERPERSONAL RELATIONS ORIENTATION-BEHAVIOR (FIRO-B). It is a 54 questionnaire that measures three fundamental dimensions of interpersonal relationship.

- INCLUSION (ASSOCIATES WITH OTHERS)
- CONTROL (RESPONSIBILITY/DECISION PROCESS)
- AFFECTION (EMOTIONALLY)

and a style analysis which will measure

- DOMINANCE - (HOW YOU RESPOND TO PROBLEMS OR CHALLENGES)
- INFLUENCE -(HOW YOU INFLUENCE OTHERS TO YOUR POINT OF VIEW)
- STEADINESS -(HOW YOU RESPOND TO THE PACE OF THE ENVIRONMENT)
- COMPLIANCE- (HOW YOU RESPOND TO RULES AND PROCEDURES SET BY OTHERS)

The foregoing will be completed and analyzed in preparation for the two one day workshop's on June 19 and 26.

PRICING
WORKSHOPS TWO AND THREE

The total price for workshop two and three will be fifteen thousand dollars (\$15,000.00).

Five Thousand Dollars (\$5,000.00) for information gathering and follow-up with twenty four (24) workshop participants, and

Five Thousand Dollars per workshop for a total of Ten Thousand Dollars (\$10,000.00)

**PAYMENT TERMS
WORKSHOPS TWO AND THREE**

Seven Thousand Five Hundred Dollars (\$7,500.00) upon acceptance of this proposal and Seven Thousand Five Hundred Dollars (\$7,500.00) on/or before June 22, 1998.

The pricing extended to The City of Soledad is confidential and is not to indicate that we will always be able to offer such a saving to the city.

Price does not include the meeting facility or any type of refreshments. The city will provide the necessary easels and overhead projectors and screen for the workshop.

ACTION STEP:

WORKSHOP'S TWO AND THREE OFF-SITE ONE DAY PROGRAM

THE MAP VITAL FACTOR TEAM AND GOALS AND CONTROLS WORKSHOP

OBJECTIVES:

- To improve the performance of each participant as a professional.
- To enable each participant to increase personal effectiveness.
- To provide each participant with a process to measurably increase the productivity and quality contribution of his/her area of responsibility.

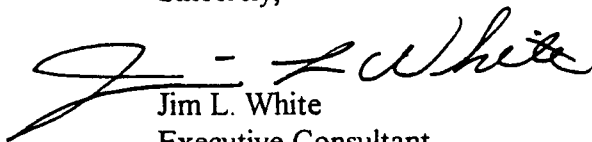
KEY BENEFITS

- Each participant will gain:
- An objective 360 degree look at self and organization.
- Specific action plans for organizational and personal improvement.
- Ability to manage people versus "doing it all."
- A proactive, energetic approach to achieving goals vs. crisis management.
- Proven management tools and techniques.
- A common foundation and language for management teams to increase productivity and profitability.
- A system to monitor performance versus goals. Allows for better accountability and corrective action.
- Greater awareness of leadership impact and how to capitalize on the unique strengths.

Bill Gheen and I appreciate the opportunity to work with you and the City of Soledad. I know we have made a difference already. The results will be measurable and positive.

We look forward to your approval so we may proceed with the next workshops.

Sincerely,



Jim L. White
Executive Consultant

Accepted this 3rd day of June, 1998

The City of Soledad

By: Belinda B. Espinosa
Belinda Espinosa, City Manager

Enclosure: Workshop Agenda



MINI-MAP ONE DAY AGENDA

9:00 - 9:15 Introduction

Schedule of the Day
Explain Binders
Ground Rules
Workshop Methodology
Goals of the Workshop
Output from the Workshop

9:15 - 10:15 The MAP Management System

The Pareto Principle
Goals & Controls
Vital Factor Teams
Team Consulting

10:15 - 10:30 Break (Read D I S C)

10:30 - 12:00 Skills for Success

Communicating
Planning
Organizing

12:00 - 1:00 Lunch (Read D I S C)

1:00 - 2:45 Identify Key Management Problem

Identify Key Area's Requiring Improvement
Team Consulting Breakout Groups (Two Groups)
Action Reports

2:45 - 3:15 Setting Goals

Set Two Business Goals
Complete Follow-up Report Form

3:15 - 3:45 Obstacles to Personal Performance

Open Discussion of Obstacles to Performance
Evaluation of Workshop

3:45 - 4:00 Summary and Closing Remarks

4:00 ADJOURN
