



CITY OF NOVI
Long-Range Strategic Planning Committee Meeting
November 25, 2024, 6:00 p.m.
Mayor's Conference Room | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0445

CALL TO ORDER: 6:01 p.m.

ROLL CALL: Mayor Pro Tem Casey, Council Members Gurumurthy, Staudt

STAFF LIAISON: Victor Cardenas, City Manager

ALSO PRESENT: Danielle Mahoney, Assistant City Manager
Katherine Oppermann, Recording Secretary

APPROVAL OF AGENDA

Motion: Gurumurthy; Seconded: Staudt; Approved 3:0

APPROVAL OF MINUTES – October 23, 2024 Minutes

Motion: Gurumurthy; Seconded: Casey; Approved 3:0

PURPOSE OF THE MEETING

1. Review of Request for Proposal (RFP) Draft for Consultant to Provide Facilitation Of Community Strategic Planning Process

City Manager Cardenas opening by stating that Assistant City Manager Mahoney had put together the draft RFP based on those used for similar projects in other communities. Ms. Mahoney added that it is the hope that this consultant will help with the timeline and formation of a steering committee, it otherwise reflects the previous conversations of this Committee.

Mayor Pro Tem Casey asked if the RFP has the anticipated start date included. Mr. Cardenas and Ms. Mahoney said that an anticipated award date as well as the expected start of work date would be added in.

Councilmember Gurumurthy asked for clarification on the timeline for the RFP process. Mayor Pro Tem said that they had previously talked about having the deadline in early January with the expected award to take place late January/early February. It is also planned that this Committee will take on the role of reviewing the RFP responses and interviewing the candidates.

Councilmember Staudt noted that the verbiage is unclear regarding "the City" under the evaluation section. He suggested that it should be more specific to this, the Long-Range Strategic Planning Committee, as it is not a large enough item to warrant the review of the Consultant Review Committee, and then to

City Council for final approval. He wants to be certain that the language isn't too vague. Mayor Pro Tem Casey thanked Councilmember Staudt for catching that detail and tasked Ms. Mahoney with updating the RFP accordingly.

The Committee wants the RFP to be made nationally available so as to "Cast a wide net" and ensure they have a large pool of candidates to pick the best from.

Councilmember Staudt asked Ms. Mahoney if Lenexa has a staff person responsible for handling this process. Ms. Mahoney said that it was a group effort along with a staff liaison. In Olathe they did have a specific individual brought on to administer but that said individual was brought on after the process. During their process it was also a team and a specific project manager.

Mayor Pro Tem Casey also asked about the reference to a "task force" in the RFP language, Ms. Mahoney responded that this was meant to say, "steering committee" and will update the language for consistency. Mayor Pro Tem appreciates Ms. Mahoney taking the time to clean it up. Ms. Mahoney affirmed that, following the updates the Committee has noted, a final draft will be sent for approval and then circulated for responses.

2. Confirmation of Strategic Planning Process Timeline

Mayor Pro Tem Casey relayed that Mayor Fischer wants a Goal Review session to take place in addition to the planned upcoming workshop sessions. His intent would be to check in on previously established goals, not to create new ones. Mayor Pro Tem then briefly reviewed the "Visioning Phase Outcomes" slide in order to bring Ms. Mahoney to speed on the discussion from the last meeting. She said that a Futurist would be brought on for the workshop so they can help Council know how to be better at looking into the long term and educate them on "future forecasting". City Council needs to have the conversation about the big transformative projects they want to take on as well as delving into potential financing for said projects. All of this is important so that their work as Council is completed prior to them approaching the community.

Councilmember Gurumurthy asked about the order of bringing on a Futurist and a Consultant. Mayor Pro Tem said that the Futurist will run the 1st conversation/futurist session, not the consultant. The Futurist will be a one-time guest to ground Council in what to look for and what to consider.

Councilmember Staudt asked where the Public Safety Buildings meeting fits into the schedule. Because of its many components and tight timeline, it needs to be done in January, a structured conversation needs to be held with the entirety of Council. It is his opinion that all efforts between now and February need to be spent on gaining

support for the Public Safety Project. The big question now is if financing should be done as a bond or as a millage and if the Public Safety project should be done alone or bundled with other projects. His stance is that it should be its own project, he does not want to risk people being confused regarding the revenue. Mayor Pro Tem appreciates Councilmember Staudt's perspective, and she will be working with staff and Mayor Fischer to realign. The Public Safety project will be placed first but quickly followed by the other transformative projects Council wants to pursue.

Mayor Pro Tem Casey closed the meeting by urging forward motion on the RFP and bringing on a futurist, again affirming that the Public Safety project will be pulled forward, and that with respect to the busy holiday schedule at the end of the year the Committee will not be reconvening until the New Year.

AUDIENCE COMMENTS - None

ADJOURNMENT: 6:45p.m.

Motion: Staudt; Seconded: Gurumurthy; Approved 3:0