



Council Retreat Proposal City of Saginaw, TX

January 14, 2021

Below is a proposal for a City Council Retreat for the City of Saginaw, Texas facilitated by SGR. It is our understanding that you want this to be a retreat that will take place on, tentatively, on a Friday Evening and Saturday morning. The focus will be (1) To lead the Council to think about the principles of Good Governance as it relates to Roles, Responsibilities, and Relationships of both Council and Staff; (2) To discuss the Leadership Assessment Tool "Team Dimensions" which the participants will have completed in advance, in order to have a better understanding of the strengths that each person possesses and how to work together effectively; and (3) To lead the Council to think strategically about some of their top priorities as they think about the future in preparation for and in conjunction with the upcoming Process to Update the City's Master Plan.

The possible tentative dates for this retreat will be (1) February 19-20 (2) March 5-6 (3) March 12-13. The dates selected will depend upon the availability of the Council and the SGR Facilitator, Mike Mowery.

Anticipated Outcomes:

1. It's important to identify what is important to Council.
2. It's important to review the current mission, vision and values to insure they are still valid; if not develop new ones.
3. It's important to have agreement on the principles of good governance and the roles, responsibilities and relationships of both Council and Staff.
4. It's important to increase the Council's ability to work together effectively in the future, building upon the past and current successes of the City.
5. It's important to identify the reputational drivers for The City's future. (What do we want to be known for?)
6. It's important to have meaningful discussion on the Council's Strategic Priorities, as they prepare for the process of updating the City's Master Plan.

Proposed Approach:

Pre Retreat

7. Advance Interviews
 - a. Individually Mayor and Council
 - b. City Manager

SGR will conduct advance interviews with the Mayor, the Council, and the City Manager. The actual questions will be determined in consultation with you but will generally be open ended and designed to solicit insight into perceptions regarding the current Core Beliefs, Mission, Vision, Teamwork, and Governance Principles.

Agenda

Day 1

1. We will begin with a light dinner at 6pm.
2. The first 45 minutes (6:15-7:00) will be devoted to a power point presentation and discussion regarding the detailed specific council responses to the interviews which will have been conducted in advance with the Mayor and all of the Council members. This presentation will include all responses provided by every Council member, but in a format that maintains confidentiality as to who said what.
3. The next 120 minutes (7:00-9:00) will be devoted to a discussion of Good Governance principles. This will feature a PowerPoint presentation that gives an overview of these principles and fosters discussion with the Council.
4. We will have a brief wrap-up and adjourn for the evening at 9pm.

Day 2

5. We will start with breakfast and warm-up at 8:00 and during that time we will allow Council to reflect on any insights or questions from the previous night's discussions.
6. The next 45 minutes (8:15-9:00) would be devoted to a discussion of the Team Dimensions Assessment which participants will have completed in advance.
7. A short break will be taken from 9:00 to 9:15.
8. The next 60 minutes (9:15-10:15) would be devoted to a discussion of the "Good Governance Polarity Scale" which is a self-assessment on the current governance culture of the Council. This assessment is meant to stimulate dialogue within the Council and help them identify the things they want to improve in order to have the kind of culture they desire. Participants will complete the assessment during this time and then SGR will facilitate the discussion.
9. The next 45 minutes (10:15-11:00) would be devoted to leading the Council to think strategically about the future for The City as it relates to items such as: Infrastructure, Transportation, Economic Vitality, Diversity, Parks & Trails, Innovation, Community Involvement, Sustainability, Customer Satisfaction, Financial Health, The Arts, and Safety.
10. The next 30 minutes (11:00-11:30) would be devoted to identifying the Council's top Strategic Priorities in preparation for the upcoming process to update the City's Master Plan.
11. A fifteen minute final wrap up will conclude with adjournment at 11:45.

Cost of Services:

1. Advance Interviews: Our standard fee is \$275 per advance interview. This includes advance work with the City Manager to define the topics and questions, the actual onsite interviews, all advance interpretation and analysis, and preparation of presentation summaries.
2. Professional Services at the retreat: Our fee is \$8,000 for a full day Council Retreat. **However, as an introductory rate, we will discount this for the City of Saginaw to \$6,000.** This includes the professional fee for the retreat and all retreat preparation.
3. Team Dimensions Assessment—This will be an online assessment that participants take in advance. SGR will administrate the completion of the assessment and will electronically send the reports to the city for printing. The cost of the assessment is \$150/person.
4. The City is responsible for the printing of any documents or reports used as a part of the retreat.

Logistical Requirements

1. City will provide a meeting location and all housing, meals and break coordination and expense.
2. City will provide all AV set up, including a laptop and projector with power point capability, as well as ability to play videos with adequate sound for the entire room to hear easily.
3. City will provide two chart size, “Post It” style pads with sticky backs, six different colored large size markers (wide tip), and 50 each of 6 different colors of sticky dots.

If this agreement accurately reflects your expectations and understanding of our agreement, please execute two copies and return one to me for my files.

Accepted and Agreed to, this the _____ day of _____ 2021 by and between:

Mike Mowery
SGR
President of LD&T

Todd Flippo
City of Saginaw
Mayor

