



UNIVERSITY OF
CENTRAL FLORIDA

Florida Institute of Government

College of Community Innovation and Education

Effective Council Techniques Workshop Proposal



August 16, 2021

Prepared for:

City of Belle Isle
Mr. Bob Francis
City Manager
1600 Nela Ave
Belle Isle, FL 32809

Prepared By:

Mari Rains, Director
University of Central Florida
Florida Institute of Government
12443 Research Parkway, Ste. 402
Orlando, FL 32826
407.882.3960
Mari.Rains@ucf.edu

August 16, 2021

City of Belle Isle
Mr. Bob Francis,
City Manager
1600 Nela Ave
Belle Isle, FL 32809

Dear Bob,

Thank you for considering the UCF Florida Institute of Government for the City's Effective Council Techniques Workshop needs.

As discussed, we customize everything we do. So, we can spend more time on specific content areas, less time on others, as well as customize role plays and/or case studies to your specific needs/goals. Council members will have fun learning during engaging activities, videos, case studies, and supervised group breakout discussions.

Enclosed please find:

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We look forward to working with you and the City of Belle Isle Council with this impactful workshop!

Sincerely,



Mari Rains, MSM
Director & Consultant, UCF IOG

ABOUT THE UCF IOG

The John Scott Dailey Florida Institute of Government (FIOG) was created by the Florida Legislature in 1980 and subsequently designated as a Type I Institute by the Florida Board of Regents. The institute fulfills its statewide mission through four (4) affiliate program offices located at the Florida State University, the **University of Central Florida**, the University of South Florida, and Florida Atlantic University.

The Institute's original mission is in place today: to increase the effectiveness and quality of government in Florida through applied research, training, technical assistance programs and public service. A parallel goal was to provide high quality services to local governments at a reasonable cost, not always easy given budget constraints and fluctuations in the state's economy.



We partner practitioners and University professionals from a variety of disciplines, with elected officials and organizational leaders, to identify, evaluate, and implement effective solutions for a wide range of services.

Local government agencies are not required to go out for bid when utilizing the Florida Institute of Government at UCF.

OUR SERVICE CAPABILITIES

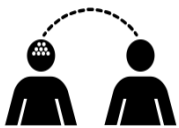
The John Scott Dailey Florida Institute of Government at the University of Central Florida (FIOG at UCF) works directly with faculty, staff and external practitioners to bring their expertise to our clients. The FIOG at UCF primarily serves government and non-profit entities within an 11-county region including Brevard, Citrus, Flagler, Lake, Levy, Marion, Orange, Osceola, Seminole, Sumter, and Volusia counties. The FIOG at UCF is often invited to consult with other FIOG clients and projects across the state.

The Florida Institute of Government at the University of Central Florida has a vast history of helping government and non-profit entities through:

- Facilitating visioning and strategic planning processes
- Facilitating community engagement forums
- Facilitating leadership and team building retreats
- Designing and facilitating leadership development and employee training programs
- Providing association management services
- Developing and coordinating certification programs
- Coordinating conferences (one-day to one-week programming)
- Consulting/technical assistance for diverse government projects including:
 - Charter review
 - Citizen satisfaction surveys
 - Records management assessment
 - Organizational development consulting
 - Human resource consulting
 - Tree surveys
 - Consensus building



5 REASONS TO HIRE THE UCF INSTITUTE OF GOVERNMENT



Seasoned consultants with an unmatched understanding of the unique needs, challenges and services of government agencies, but who also stay current with business trends.



The FIOG is **not a profit-center**, so we offer low rates for government and non-profit agencies.



Agencies **do not have to go out for bid** when hiring the FIOG at UCF, which allows faster project commencement.



Affiliation with the **second largest university in the U.S.**, with access to expert faculty and practitioners.



30+ years of high-impact service to government agencies and non-profit agencies across Florida.

WORKSHOP DESCRIPTION:

EFFECTIVE COUNCIL TECHNIQUES

Running local government successfully is hard work. City officials know that it requires significant commitment, time and knowledge. Local policy-making is also a collaborative activity. Economic and political challenges exert pressure on mayors and council members. Issues that affect the future well-being of their cities should also spur local officials to have conversations and collaborate with members of the public about the kind of community they envision for themselves and their children.

Much of what constitutes “good government” is a direct consequence of an open, fair, and effective legislative decision-making process. The open and fair parts are regulated by state laws relating to issues such as campaign finance reporting, public records disclosure, and open public meetings. Effectiveness, on the other hand, is left to the local legislative body. Gain research-based practical tools and best-practices to improve council effectiveness and collaboration.

This workshop focuses on developing collaboration, between individual council members, among councils as a whole and between local officials and the community, to ensure a more effective council. The workshop explores key issues related to the work of elected local officials and provides participants with the skills and strategies to more effectively:

- Decision making styles: Communicate and problem-solve with colleagues
- Strategies to maintain collaborative relationships with fellow council members
- Preside over and participate in city council meetings (beyond Roberts Rules)
- Interact with, respond to, and engage with members of the public
- Brief review of Sunshine Laws & Ethics

Workshop Duration & Format:

This is a 3 hour workshop. Each workshop includes experiential learning, humor, videos, interaction/participation, local government-specific case studies, best practices, and proven strategies to implement. We believe attendees learn best when they are having fun and applying the concepts. The content is based on recent research and national best-practices. We also include a Personal Action Plan to help apply the learning beyond the workshop.

Workshop Location:

Option A: On-site at the City of Belle Isle. Training room, equipment and room setup will be discussed and mutually agreed upon. Due to COVID-19 social distancing and/or masks may be encouraged for the safety of all participants.

Option B: Virtual via Zoom. Our instructors are very experienced in keeping attendees engaged via breakout rooms, polls, chat box, and discussion! We include a technical producer and UCF tech support call in number for each session so the instructor can focus on teaching while the producer answers any technical questions or concerns behind the scenes.



Audience:

This workshop is designed for all Council members, newly elected and experienced. It is imperative that ALL Council members attend in order to improve collaboration.

Investment/Fee:

Our investment/fee for this workshop is \$1,050 (total). This rate includes:

- ✓ pre-workshop phone consultation
- ✓ content customization & tailoring to your city
- ✓ expert workshop design & facilitation based on adult learning methods
- ✓ facilitator travel expenses
- ✓ comprehensive workshop handouts, workshop materials & supplies
- ✓ Workshop Evaluation Summary (unless you prefer to do in-house)
- ✓ Continuing Education Units (CEU's) from the University of Central Florida for participants who request a transcript (these CEU's are typically accepted for other certification/licensing CEU credits, depending on the licensing organization)



Invoicing:

Upon the City's decision, the IOG will draft a Letter of Agreement for both parties to sign. It will be reviewed by UCF General Counsel, uploaded to a contract database and sent for e-signature. If you require paper signature, that can be arranged after UCF General Counsel approval. The client will be invoiced after each workshop. The sample Agreement is included for review – please do NOT sign this. Upon full execution we will submit a final version to the City.

Timeline & Scheduling:

The workshop dates and timelines will be mutually agreed upon based upon the availability of the city council, as well as the availability of the UCF IOG Faculty. It can be held after hours or on a Saturday, if preferred by your council.

FACILITATOR BIO: MARI RAINS, MSM

Mari Rains is the Director of the John Scott Dailey Florida Institute of Government (IOG) at the University of Central Florida (UCF), where she consults with local government agencies. In this role, she is a Local Government Consultant and also serves as the Executive Director for two associations: Volusia League of Cities, and Tri-County League of Cities where she directly supports 37 cities.

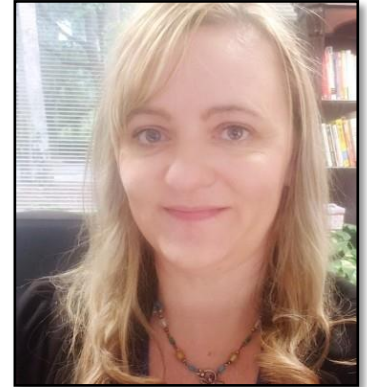
Mari has taught Effective Council Techniques and Media Relations for the Florida League of Cities Institute of Elected Municipal Officials (IEMO) for several years, in addition to teaching it for individual city and town councils.

Ms. Rains brings a unique hybrid of business, government and academic experience. Mari earned a Master's Degree in Management from the UCF's College of Business where she later served as full-time Faculty member for seven years. Prior to joining the UCF IOG, she also led UCF's Learning & Development team supporting 12,000 staff and faculty across 10 locations. She had a successful career in the private sector prior to UCF. Her corporate/private projects include: Publix, Darden Restaurants, Orlando Magic, Henkels & McCoy, The Galileo School Board of Directors, Chambers of Commerce, O'Sullivan, and others.

Mari's 20+ years' experience centers around helping leaders and organizations build capacity and improve performance. She is a versatile and highly sought facilitator and consultant for diverse programs, including strategic planning, management consulting, organizational development, leadership development, Diversity, Equity & Inclusion programs, surveys, as well as association management and certification/curriculum design.

Ms. Rains has consulted with diverse government agencies including:

- International City/County Mgmt. Assoc.
- Florida City & County Mgmt. Assoc.
- Florida League of Cities (FLC)
- Orange County
- Seminole County
- Volusia County
- Flagler County
- Osceola County
- Marion County
- Putnam County
- Citrus County
- Volusia League of Cities
- Tri-County League of Cities
- City of Ocala
- City of Titusville
- City of Orlando
- City of Daytona Beach Shores
- City of Oviedo
- City of Newberry
- Town of Belleair
- MetroPlan Orlando
- UCF Office of Diversity & Inclusion
- UCF Police Department
- Sanford Fire Department
- Florida Redevelopment Association
- Florida Association of Code Enforcement
- Florida Association of Business Tax Officials
- Florida Association of City Clerks
- Florida Records Management Association
- Florida Center for Nursing
- Property & Evidence Association of Florida
- American Association of Service Coordinators
- 3rd, 7th and 9th Judicial Circuit Courts
- and many more



LETTER OF AGREEMENT - **DRAFT DO NOT SIGN**

This letter of agreement between the City of Belle Isle and University of Central Florida Board of Trustees for the benefit of the Florida Institute of Government at the University of Central Florida (IOG) confirms that the IOG will provide a three-hour Effective Council Techniques workshop for the city council (7 people).

The date and time will be mutually determined. The workshops will be held at (address) in the City of Belle Isle.

The total cost is \$1,050. The IOG will invoice the City of Belle Isle after the workshop. This rate includes the preparation, design, facilitation, handouts, materials, travel, UCF Continuing Education Units, and customization. Payment can be remitted by credit card, check or ACH to:

University of Central Florida
Florida Institute of Government
12443 Research Parkway, Suite 402
Orlando, FL 32826-3282

Please direct any questions regarding this agreement to Mari Rains at the IOG.

If these arrangements are satisfactory, the IOG will submit to UCF's electronic contract management database for e-signature. Please e-sign this agreement after you receive the email invitation to sign. The IOG will return a fully signed agreement to the City of Belle Isle as soon as it is processed by the University General Counsel.

City of Belle Isle

**UCF Board of Trustees for the benefit
of the UCF IOG**

**Robert Francis
City Manager**

Date

**Mari Rains
Director**

Date