

CATHERINE BENNETT CONSULTING, LLC. PROPOSAL FOR SERVICES FOR 2024 CITY OF CARTERSVILLE MAYOR AND COUNCIL VISIONING SESSION

OVERVIEW

Catherine Bennett Consulting, LLC is pleased to submit this proposal for services to support the City of Cartersville by facilitation of the 2024 Mayor and Council Visioning Session on January 26-27, 2024.

The Objective

i *The purpose of this facilitation is to review progress on goals set in 2023, and development of new goals for 2024 to help guide the work projects and strategic vision for the staff at City of Cartersville.*

- Need #1: Review status of completion of 2023 goals
- Need #2: Discuss and prioritize the short- and long-term needs of the City of Cartersville starting in 2024 from the information provided by the Department Directors.
- Need #3: Discuss, create, and prioritize the long- and short-term SMART goals set for the City of Cartersville in 2024 by Council.
- Need #4 Discuss and prioritize Hot Topics for discussion on Saturday, Jan 27, 2024, Mayor, and Council session.

The Opportunity

- Goal #1: The Mayor and Council will be able to understand the needs of each department and the upcoming issues that will face each department in the next coming years.
- Goal #2: The Mayor and Council can ask the Department Heads direct questions regarding FY 25 financial needs.
- Goal #3: Based on need identification, Mayor and Council can identify, develop, and assign small and short-term goals for FY'25

The Solution

- Recommendation #1: Round Table Discussion of Departmental Needs for FY24
- Recommendation #2: Discussion, development, and prioritization of Short and Long-erm SMART Goals for FY25
- Recommendation #3: Discussion of Hot Topics needed to be discussed and prioritized by the Mayor and Council as it relates to 2024 action items for the Manager's Office and Department Directors.

MY BACKGROUND

Catherine Bennett Consulting has been in business for 10 years and provides the following services:

Executive Coaching for senior level employees seeking career enhancement, personal growth and development, those "in transition", and high potential employees. Expertise in administering GOV360 multi-rater 360 assessment and feedback reports. Executive on-boarding support and tool development during the first 6-12 months to succeed quickly in new role. Guidance in building strategic relationships. Specialization in identification, engagement, and retention of high potential employees programming for those being groomed for the talent pipeline in the organizational Succession Plan. Facilitation of organizational engagement strategies and consensus building for community groups. Board development and facilitation of focus groups

RATIONALE FOR VISIONING FORMAT

- 30 years of facilitating professional development experiences for employees
- Tradition of successful visioning sessions for the City of Cartersville for the last thirteen years.
- Catherine Bennett Consulting, LLC. is in alignment with the vision and mission of the City of Cartersville
- Proven success with Department Directors presenting an overview of and current needs of each department, while allowing Mayor and Council to ask questions or need clarification. In addition, the second day has been critical over the years in developing and prioritizing goals for staff by Mayor and Council.

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Deliverable #1	Consensus building on goals for Mayor, Council and Staff in 2024
Deliverable #2	Detailed discussion of the issues facing the City of Cartersville over the next several years
Deliverable #3	Mayor and Council to build short and long-term SMART goals for staff to carry out over the next several years.

Timeline for Execution

i The pre-visioning session survey questions will be given to participants by 12/5/23.

The 1.5-day visioning session will occur on January 26-27,2024.

The Executive Summary of retreat will be provided to Dan Porta by February 2, 2024

Supplied Material

The following materials are to be supplied by Client's Company for this project. For Catherine Bennett Consulting, LLC to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

Materials to be supplied by Client's Company	
Flip Chart and Markers	1/25/24
Pens and Paper for Participants	1/25/24
Screen and Projector	1/25/24

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for Sixty days from the date of this proposal:

Services Cost Category #1	Price
Facilities	
License Fees	
Equipment Rental	
Training - (\$2,500 per day for two days)	\$5,000.00
Travel (Mileage, meals, and lodging for 2 nights)	
Marketing	
Shipping/Handling	
Total Services Costs	\$5,000.00
Total	\$5,000.00

Disclaimer: Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed.

QUALIFICATIONS

Catherine Bennett Consulting, LLC is continually proven to be an industry leader for high quality/guaranteed product/service in the following ways:

- 15 years' experience of facilitating City of Cartersville Visioning Sessions
- Worked in local government for 22 years as a practitioner.
- Has a unique bond with the Mayor and Council at the City of Cartersville

CONCLUSION

I look forward to working with the City of Cartersville and supporting your efforts to improve service delivery to the citizens of Carterville and enhance internal processes through training and internal support. I am confident that we will build and execute an effective strategy to move through the process of creating long and short-term goals for the City of Cartersville staff to accomplish.

If you have questions on this proposal, feel free to contact me by email or phone. Please reach out to me to arrange a follow-up conversation on the proposal and DRAFT agenda

Kind Regards,

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