



April 12, 2022

Fair Oaks Ranch Strategic Planning Retreat Proposal

Introduction

Thank you for the opportunity to provide this proposal at your request for SGR to facilitate a Strategic Planning Retreat for the City Council of Fair Oaks Ranch, Texas. It is our understanding that you are looking for a Day and a half-day retreat that will allow the Council to review the current strategic plan and work together to update it and have a discussion about several key items facing the community in the days ahead. SGR Retreats are designed to foster dialogue between Council Members. It is our understanding that this Council Retreat is tentatively scheduled for some combination of days May 5-7, 2022, depending upon the preference of the City.

We customize each retreat to meet the needs of each city, so the precise agenda will be developed in collaboration with you and the facilitator of the retreat, Hilary Shine.

Anticipated Outcomes:

1. It's important to identify what is important to Council.
2. It's important to review the current strategic plan, taking note of the strategic priorities and milestones, and updating them as needed.
3. It's important to add any relevant milestones to the current strategic plan.
4. It's important to provide the Council the opportunity to think strategically about the City's core services so that there is agreement on the Council about the areas of service for the city.
5. It's important to identify the KPI's for the City's Core Services.
6. It's important to review and discuss the Growth Management Strategies of the City and to understand their ramifications for the City's future growth
7. It's important to discuss the upcoming Bond Program scheduled for May 2023.

Proposed Approach:

Pre Retreat

8. 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 and Strategic Plan, as well as any perceived disconnect.

These interviews will be conducted on the phone with Hilary Shine. There will be no charge for interviews with the City Manager.

Agenda

The Agenda will be developed in collaboration with the City and the Facilitator, but this is a possible flow of events.

The schedule will be from 9 am to 4pm on the full day and 9am to noon on the half-day. We are open to either the first day being a half day or the second day being the half-day, depending upon the preference of the City.

This example agenda is based upon the first day being a full-day.

Day 1 (Full-Day)

1. Introductions and Warm-up
2. Review of the Current Strategic Plan
 - a. What's Gone Well?
 - b. What's Not Gone Well?
 - c. What Game-changers or Surprises Have We Experienced?
 - d. What changes or tweaks do we need to make?

Day 2 (Half Day)

1. Discuss Core Services of the City and Identify KPI's
2. Discuss Growth Management Strategies
3. Discussion Upcoming Bond Program scheduled for May of 2023.

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 \$12,000 for a day and a half-day Council Retreat. This includes the professional fee for the retreat and all retreat preparation.
3. Travel Expenses for SGR Facilitator, Hilary Shine, who will be driving from Temple.

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 be responsible for the printing of any documents or handouts that are used.
3. 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.
4. 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.

Accepted and Agreed to, this the _____ day of _____ 2022 by and between:

Mike Mowery
SGR
President of LD&T

Tobin Maples
City of Fair Oaks Ranch
City Manager