



---

## CITY COUNCIL CONSIDERATION ITEM

### CITY OF FAIR OAKS RANCH, TEXAS

April 21, 2022

---

AGENDA TOPIC: Consideration and possible action authorizing the City Manager to execute a fee proposal with Strategic Government Resources, Inc. (SGR) for a City Council Strategic Visioning Retreat

DATE: April 21, 2022

DEPARTMENT: Administration

PRESENTED BY: Tobin E. Maples, AICP, City Manager

---

### **INTRODUCTION/BACKGROUND:**

At the April 7, 2022, Regular Business meeting, Council authorized the City Manager to finalize an agreement with SGR to facilitate a City Council Strategic Visioning Retreat. The purpose of this agenda item is to request authorization to execute the attached proposal.

By way of background, SGR facilitated the 2019 retreat, so they are keenly aware of our process and are ready to mobilize. As previously discussed, the basic framework for the retreat will be as follows:

1. April 2022
  - a. Approve SGR fee proposal
  - b. SGR will interview individual council members
  - c. SGR will synthesize findings
2. May 2022
  - a. SGR will facilitate a 1.5-day Strategic Visioning Retreat
    - i. Thursday, May 5<sup>th</sup> (9 am to 4 pm)
    - ii. Friday, May 6<sup>th</sup> (9 am to noon)
  - b. SGR will assist staff with organizing retreat outcomes
3. June/July, 2022
  - a. Staff and Council will finalize SAP revisions
  - b. Staff and Council will conduct a series of FY 23 budget workshops

The retreat is scheduled for May 5<sup>th</sup> and 6<sup>th</sup> as noted above. The location has not been finalized, but will be in the general Fair Oaks Ranch/Boerne area.

### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Develop and Maintain a Budget Process that links with the Strategic Action Plan and Ensures Continuity and Excellence of Financial Reporting.

- Provides the citizens, the government, and the City staff with a financial plan for utilizing the City's available funds during the upcoming fiscal year to accomplish the City's goals and objectives.
- Establishes priorities among City programs; defining the financial framework that will be used to periodically check the status of City operations.

**LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

The estimated cost for the 1.5-day retreat is \$15,124.00.

- |   |          |
|---|----------|
| • Professional Management Team Services   | \$12,000 |
| • Advance Interviews (\$275 per x 10)     | \$2,750  |
| • Mileage/Gasoline (\$.58 per mile x 300) | \$174    |
| • Lodging/Hotel (1 night)                 | \$150    |
| • Meal Per diem (1 day)                   | \$50     |

Total Estimate:	\$15,124
-----------------	----------

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

I move to authorize the City Manager to execute the attached fee proposal with SGR for a City Council Strategic Visioning Retreat.