

CITY COMMISSION STRATEGIC PLANNING & TEAM BUILDING RETREAT AGREEMENT

City of North Port, Florida

February 8, 2023

This proposal is valid for 90 days

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

Mike Mowery, President of Leadership
Development & Strategic Foresight
MMowery@GovernmentResource.com





February 8, 2023

Mr. Jerome Fletcher
City Manager
City of North Port
4970 City Hall Blvd.
North Port, FL 34286-4100

Delivered via email to: jfletcher@cityofnorthport.com
aduffey@northportfl.gov

RE: Facilitation of City Commission 2023 Strategic Planning & Team Building Retreat by Strategic Government Resources (SGR)

Jerome,

Pursuant to our earlier emails and discussions, please find attached the proposed agreement for SGR to facilitate the 2023 Annual City Commission Strategic Planning & Team Building Retreat for the City of North Port. As you will see, I have locked in the dates of March 7th and the morning of March 8th for the day and half event. This Agreement outlines the anticipated costs associated with the requested events which will build upon last year's Retreat Strategic Goals and Outcomes, coupled with a Team Building Exercise and related session on the morning of March 8th. The proposal includes advance discussions with yourself and others from the City Manager's Office, conducting all the pre-session advance interviews with your City Commissioners, coordination and conducting of a Team Building exercise and session for participants, all related meeting presentation materials and a summary report. In the event you wish to change anything in the proposed format, please advise and I can revise the Agreement accordingly. The Agreement also assumes that I will facilitate the sessions in person in North Port.

If the attached Agreement fairly and accurately documents and recites the services requested from SGR, please so indicate by emailing me at DouglasThomas@GovernmentResource.com. I will include some proposed dates and times for the Advance City Commission Member Interview sessions in my transmittal email so that your staff can start to schedule the advance interviews with your elected officials. As always, please feel free to contact me in the event you have any related questions.

Sincerely,

Douglas B. Thomas
Executive Vice President
Strategic Government Resources (SGR)

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Company Profile

Strategic Government Resources, Inc. (SGR) incorporated in Texas in 2002 to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR is fully owned by Ron Holifield, who spent two high-profile decades in city management and served as the City Manager for several local governments.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states across all our business lines.

SGR has 39 full-time employees, 3 part-time employees, 21 recruiters, 19 facilitators, and multiple consultants who function as subject matter experts on a variety of projects.

SGR's has corporate headquarters in the Dallas/Fort Worth Metroplex, as well as virtual offices in the following states: California, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team



*To help your
people achieve
greatness...
prepare them
BEFORE
you promote
them.*

SGR understands that creating a leadership development pipeline, a strong overall succession plan, and a healthy culture for your organization is a high priority. Let us help you promote team engagement and provide team members with training and professional development opportunities that are tailored to specifically meet the needs of local government.

We appreciate the opportunity to help you strengthen your training and leadership development programs!

Sincerely,

A handwritten signature in black ink that reads "Ron Holifield". The signature is written in a cursive, flowing style.

Ron Holifield
CEO of Strategic Government Resources

Why Invest in Leadership Development?

Leadership Development focuses on the competencies needed for upper-level managers and senior executives who have the responsibility of shaping the organization's culture and systems to facilitate excellent performance. Leadership Development events help leaders navigate how they can effectively shape and mold the future.

How Do Live Training Events Work?

SGR's Leadership Development Events are highly customizable and can be tailored to meet the specific needs of your organization. Certain needs may simply require a customized agenda while others may require confirming other specifics such as preferred topic, duration, target audience, intended outcomes, budget, and more.

SGR organizes its catalog by "format", which simply indicates the intended event experience. Available formats include the following:

- Retreats
- Workshops
- Book Briefings
- Round-Table Discussions
- Pop-Up
- Conferences
- Symposiums
- Seminars
- Executive Coaching & Mentoring

Whether you are interested in scheduling a retreat, workshop, book briefing, or other available service, SGR will work with you to create an agenda that fits your needs.

Scope of Work

Commission Strategic Planning & Team Building Retreat Agreement: 1 & ½ Days

Overview

Definitions

Hereafter, the term “event” shall mean any leadership development booking conducted by an SGR Facilitator (Doug Thomas) with a scheduled date/time/location (see Booking Details), “Facilitator” shall refer to the individual assigned by SGR to facilitate the event, “Participant” shall mean the individual attending event, “SGR” shall mean Strategic Government Resources, and “Host” shall mean the entity responsible for providing the event space and meeting all requirements herein.

The event included in this Agreement will not be considered booked and confirmed until it is signed and returned to DouglasThomas@GovernmentResource.com.

Agenda

SGR Retreats are designed to be highly interactive and are structured to create an open dialogue within Commissions and Staff, and SGR understands that an organization must perpetually define, refine, and revise its goals, strategies, and outcomes to best prepare for the future.

Facilitator will contact Host upon execution of an Agreement to determine a final Agenda which may involve the use of various tools/services including surveys, assessments, pre-interviews, etc. An agenda can be easily adapted to meet the specific needs of City regardless of where it currently is within the Goal Setting Process and related outcome monitoring process. If Host requests additional tools/services outside of what SGR considers to be standard for the booked event, such customizations may be subject to an additional cost. Host reserves the right to approve final Agenda and changes in cost prior to the delivery of event.

Booking Details

Table 1: First Day - Strategic Planning & Outcomes Review

Event Title	Date	Time
Council Strategic Planning Retreat	March 7 th , 2023	8:00 AM – 5:00 PM
Location: North Port City Hall, 4970 City Hall Blvd., North Port, FL 34286		

Anticipated Outcomes:

- Identifying what is important to the City Commission
- Reviewing current “North Port Aligned Strategic Plan & Outcomes” with related staff presentations/updates
- Discuss potential new or revised City Commission Strategic Goals, Outcomes, and Performance Measurements
- Facilitating the Strategic Planning Retreat and developing City Commission & Staff Goals, Outcomes, and Performance Measures for the upcoming year
- Reaching agreement on strategic targets and milestones
- Post-Retreat follow-up conference call with City Manager’s Office to ensure alignment with City Commission direction.

Initial Consultation. Facilitator will schedule a conference call with Booking Contact at City to discuss any additional specifics related to event preparation. If Host requests an in-person Initial Consultation, additional fees will apply.

Retreat Preparation. An SGR Facilitator will conduct Interviews by video call or phone for each City Commission Member as well as the City Manager prior to the event. Questions will be determined in consultation with Host and designed to be open-ended to solicit insight into perceptions regarding the current Goals, Strategies, and Outcomes as well as any perceived disconnect. It is planned that the Advance Interviews will occur during the week of February 20th, 2023.

Retreat Report. If desired, SGR will provide a brief summary report stating the outcomes and intentions of the Council Goal-Setting Retreat.

Printed Materials. If desired, SGR will provide an electronic version of any materials that should be printed by Host and disseminated to Commission Members at the beginning of the retreat. Host is responsible for the printing of all retreat-related materials and handouts.

Table 2: Second Day – Review of Day 1 followed by Team Building Exercise

Event Title	Date	Time
City Council & Charter Officer Team Building Exercise & Session	March 8 th , 2023	8:00 AM – 12:00 PM
Location: North Port City Hall, 4970 City Hall Blvd., North Port, FL 34286		

Anticipated Outcomes:

- Review and clarify any outcomes/insights from Day 1
- Promote a culture where assumptions are challenged
- Understand the importance of real-time feedback versus waiting until project completion
- Importance of exploring opportunities/options instead of just seeking the best solution
- Communicate a shared and meaningful purpose with team participants
- Clarify expectations but allow participants to determine which approach they wish to pursue

Facilitator: The facilitator for this retreat will be Executive Vice President Doug Thomas. Please find Doug's bio included in this agreement. To view the bios for all SGR facilitators, please visit the SGR website at: [Meet the Leadership Development Team](#)

Requested Logistical Support from the City:

1. A meeting location, break coordination, and expenses.
2. All AV set up, including a laptop and projector with power point capability, as well as the ability to play videos with adequate sound for a full room to easily hear.
3. Printing of all materials, if applicable.
4. 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.

Project Personnel

Doug Thomas, Executive Vice President

DouglasThomas@GovernmentResource.com

Cell: 863-860-9314



Doug has close to 35 years of senior local government executive management experience. He joined Strategic Government Resources (SGR) in 2015 to serve as their first Regional Director to serve both Florida and the southeast, and subsequently as Senior Vice President. He assists clients nationwide in the areas of executive recruitment, governing body/senior staff governance and servant leadership training, strategic visioning, and priority-based budgeting, evaluation of the Chief Executive, and is a regular speaker at local government state and national conferences.

Prior to his work with SGR, Doug served as City Manager for the City of Lakeland, Florida for roughly 12 years. Lakeland is centrally located along the I-4 corridor between Tampa and Orlando with a resident population of over 100,000 and a service population of over 250,000. The City provides its residents a full array of municipal services, including a municipal-owned electric generation and distribution utility that is the 3rd largest in the state and among the top 25 nationwide. The organization has an annual budget of approximately \$600 million and employs roughly 2,500 personnel. The city is home to the Detroit Tigers during Major League Baseball's Spring Training; the Experimental Aircraft Association's Annual Sun 'n Fun Fly-in, recognized as America's second largest aviation event of its type; Florida Southern College, which features the world's largest one-site collection of buildings designed by the legendary architect, Frank Lloyd Wright; and the state's 12th university, Florida Polytechnic University, which opened in the fall of 2014.

Prior to Lakeland, Doug previously served as City Manager for the City of Alma, Michigan for close to 15 years. Prior to his service in Alma, he represented the City of Grand Haven, Michigan as Assistant City Manager, (1986-1989) and as Administrative Assistant to the City Manager (1984-1985). He also has held local government posts with the City of Rockville, Maryland, and the Town of Landover Hills, Maryland.

His academic credentials include attainment of a Master of Public Administration from the American University, Washington, D.C. in 1983 with a concentration in Urban Affairs, and a Bachelor of Arts in Political Science and History from Bowling Green State University, Ohio in 1981.

LEADERSHIP DEVELOPMENT FACILITATORS



MIKE MOWERY



KRISTY CARD



WILL HAMPTON



AUSTIN HOLIFIELD



BOB LASALA



TRACEY MADISON



RANDY MAYEUX



FRANCES PELLEY



LEE PRICE

LEADERSHIP DEVELOPMENT FACILITATORS



SCOTT PRICKETT



OMAR REYES



TROY RIGGS



CINDY RYAN



HILARY SHINE



TED STUDDARD



SCOTT WILLINGHAM



FELECEIA WILSON



FRANKIE WILSON

Professional Service Fees

Professional Service	Unit Price	Quantity	Subtotal
Strategic Visioning & Team Building Retreat 1 & ½ Days	\$13,000	1	\$13,000
Advance Interviews The quantity of interviews is estimated in the proposal. The exact price will be calculated based on the actual number of interviews conducted.	\$275	5	\$1,375
Pre & Post Conference Calls with the City Manager's Office The quantity of calls is estimated in the proposal.	No Charge	3	N/A
Post-Retreat Report (if desired)	\$2,000	1	\$2,000
Estimated Total for Services			\$16,375

Estimated Travel Expenses	Unit Price	Quantity	Subtotal
*Hotel Per night. Hotel expense is billed based on exact cost. Price included in proposal is an estimated cost.	\$150	1	\$150
*Mileage/Gasoline Per mile. Mileage is reimbursed per the IRS mileage reimbursement rate and will be included in the invoice for services.	\$0.655	214	\$140.17
Meals Per day. Meals are based on a per diem daily amount.	\$65	2	\$130
Estimated Total for Expenses			\$420.17

**Other than meals, which are billed based on a per diem, travel expenses are billed at exact cost on invoice immediately following the date of service.*

Billing

SGR will send an invoice immediately following the date of service, which may result in multiple session offerings being represented in a single invoice *if* the event dates are all delivered within a relatively short period of time.

Payment is due within thirty (30) days of receipt. If full payment is not made by the due date, SGR reserves the right to suspend the delivery of all future events until full payment is made.

Facilitator Travel & Related Expenses

Applicable travel expenses will be calculated on the day of the event and invoiced in addition to the Professional Service Fee(s). Estimated travel expenses are included in this proposal but may vary depending on the cost incurred for travel expense.

If the requested session requires that two or more facilitators be on-site at any time during the session, the client will be invoiced for each Facilitator's travel expenses. SGR makes every effort to be economically responsible for all facilitator-related travel expenses including:

1. Airfare + Applicable Fees. Air transportation will be billed to the client at actual cost (no mark-up) immediately following the date of service.
2. Ground Transportation
 - Personal Vehicle (round trip mileage at current IRS rate)
 - Rental Vehicle (rental fees + gas at actual cost with no mark-up)
3. Lodging. Lodging will be billed to the client at actual cost (no mark-up) immediately following the date of service.
4. Meals. Meals will be reimbursed to facilitator based on a daily per diem amount of \$65.00/day. Facilitator(s) may claim meal reimbursement for the duration of the trip, including travel en route to and from the event (excluding any meals provided by the City in conjunction with the event.)

Please enter the appropriate contact information into the fields below:

Scheduling Point of Contact	
Name:	Phone:
Title:	Email:

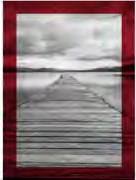
Billing Point of Contact	
Name:	Phone:
Title:	Email:

COUNCIL RETREATS

Experience the difference with SGR, the local government experts, serving to support local governments through facilitated retreats for your governing board.

SGR has a long history of helping cities create strategic visions, work together effectively as a team, and operate by the principles of great board governance.

Types of Retreats



Strategic Vision Retreats

SGR will lead your board to consider a series of strategic questions about the future to help identify key priorities. Through these discussions, we will help create a shared vision for the future built around strategic priorities.



Governance Retreats

Focused on understanding the roles, responsibilities, and relationships of elected officials and staff, SGR will lead a discussion of the key components of the Council/Manager form of governance to achieve clarity and awareness to overcome challenges to good governance processes.



Team Building Retreats

Designed to identify obstacles to effective team work, this process helps elected officials deal with internal conflict and develop positive operating practices.



Multi-Purpose Retreats

Offered to accommodate unique time and budget restraints, this option allows the combination of one or more of these components into the same retreat with a customized agenda.

Email: training@governmentresource.com
to get started on creating a retreat tailored to your team's unique needs.

SGR STRATEGIC VISIONING RETREATS

SGR's Process for Strategic Visioning will equip governing boards with the dynamic tools needed to agree on, establish, and implement priorities... together.

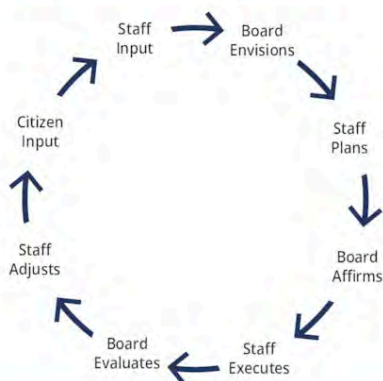
SGR's Philosophy of Strategic Visioning

We believe there is a difference between a Strategic Vision and a Strategic Plan. A vision is focused on where the organization needs to go in the future, and it is primarily the responsibility of the elected officials to develop that vision. A plan is focused on how to accomplish that vision, and it is primarily the responsibility of the staff to develop that plan.

SGR's Process of Strategic Visioning

1. SGR conducts individual interviews with each Council member to determine priorities.
2. SGR develops a custom retreat agenda with the organization to clearly set the purpose and expected outcome.
3. SGR designs a retreat around interactive discussion focused on strategic, future-oriented questions.
4. SGR leads the Council to identify and agree on priorities.
5. SGR leads the Council to identify milestones to achieve while pursuing their strategic priorities.
6. SGR provides a post-retreat report summarizing the work done by the Council, as well as a Strategic Vision succinctly presenting the organization's priorities.

SGR CYCLE FOR STRATEGIC VISION



This diagram illustrates the relationship between the key components in the cycle of creating and maintaining a Strategic Vision.

SGR eagerly meets organizations wherever they are in their planning process. We are flexible and enjoy working to meet the specific needs and requests of every organization.

Contact SGR at training@governmentresource.com for more information about the SGR Strategic Process.