

## **City of Arden Hills • Proposal for Council Retreat & Planning December 2019 • (draft v1)**

### **Purpose**

The purpose of this proposal text is to describe a process designed to guide and assist the Arden Hills City Council & key leadership through the planning and problem-solving necessary to build on current successes, refine vision, identify priorities & goals for the City during a retreat.

### **Proposal Design & Plan**

This proposal has been developed to provide a systematic method for the Arden Hills City Council & key leadership through the refinement of the organizational focus, vision, and development of priorities with specific, detailed workplans for each new goal.

The planning system proposed has been used extensively with elected officials in city and other governmental organizations, service and educational organizations, interagency collaboratives, colleges and universities, other non-profit organizations, as well as with business of all sizes. This planning system will allow participants to quickly refine the organizational vision, mission, priorities and develop workplans where needed.

### **Development & Delivery of Planning Project**

#### **I) Preplanning Activities**

- A) Phone calls to Council members & key City leaders
- B) Summarize all phone data into an executive summary of trends
- C) Draft agenda developed & presented to City representative(s) for edits and/or approval prior to session

#### **II) Planning Sessions**

- 1) Employee Session (90 minutes)
  - A) Review project scope & events
  - B) Identify City successes, issues
  - C) ID vision for the future
  - D) Identify near-term priorities
  - E) Evaluate the session
- 2) Council & Leadership Session (6.0 hours, or two, 3.0 hour sessions)
  - A) Review & affirm results from prior meeting
  - B) Discuss & draft vision & mission

- C) Draft near-term priorities
- D) Identify benchmarks for new priorities
- E) ID roles & responsibilities for next steps
- F) Evaluate the session
- 3) Optional: Session w/ Leadership & key employees to ID core values
  - A) Review project results to date
  - B) ID core values for district based on planning experiences & results
  - C) Discuss next steps
  - D) Evaluate the session
- Total list of work to be completed within the planning project:
  - 1) Complete an Outcome Diagnosis (past successes & history)
  - 2) Refine/develop new vision
  - 3) Identify organizational priorities
  - 4) Develop benchmarks for new priorities
  - 5) ID roles & responsibilities for next steps
  - 6) Optional: ID core values for district
  - 7) Evaluate each planning session

### **III) Post-Session Work**

- A) We prepare & e-mail all final products from the sessions.
- B) We send follow-up videos at:
  - one week
  - one month
  - two months
  - three months
  - six months
  - one year
- C) Skype & phone follow-up as needed

### **Outcomes/Products**

It is anticipated that all work will be completed and that the work products will include e-mailed copies of:

- 1) Consensus re: past successes and history to date
- 2) A refined vision
- 3) A list of organizational priorities
- 4) New goals aligned within each organizational priority
- 5) Detailed benchmarks for each priority
- 6) Identified roles & responsibilities
- 7) Optional: District core values
- 8) All session evaluations

### **About the Proposer**

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has also been an Assistant Professor & taught Graduate & Doctoral coursework in the areas of leadership, research, planning, finance & personnel. He is a national-level facilitator,

presenter and trainer in the areas of strategic planning, organizational improvement, organizational conflict, & difficult employees. Bruce has worked as a consultant for the past thirty-six years and works with more than 8,000 participants/120+ organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Executive Searches
- Workplace climate issues
- Leadership training
- Personnel selection & onboarding
- Resistant employees
- Differentiated coaching
- Succession Planning
- 360-Feedback projects
- Reducing organizational conflict
- Followership training
- Hiring & firing
- Sales management / training

Recent clients & organizations include:

- City, county & regional governments
- School districts, colleges and universities
- Medical practices, hospitals and related organizations
- Financial service organizations
- Law firms
- Businesses & manufacturers
- Developers, builders & subcontractors
- Educational Service Cooperatives
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Monks
- Hockey Teams

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at [bruce@bigrivergroup.com](mailto:bruce@bigrivergroup.com), or on his website at [www.bigrivergroup.com](http://www.bigrivergroup.com).

## References for Planning Project

- Mark Casey, City Manager - St. Anthony Village 612-782-3311
- Marv Calvin, Mayor - City of Willmar 320-212-2171
- Mary Degiovanni, City Administrator - City of Sartell 320-258-7309
- Matt Staehling, City Administrator - City of St. Cloud 320-650-3101

## Development & Delivery of Planning Project

### I) Preplanning Activities

- Tasks A, B, C

### II) Planning Sessions

- Employee session, Council & leadership session
- Optional: Core Values session

### III) Post-Session Work

- Tasks A, B, C

\$6710.00