



STAFF REPORT

DATE: February 2, 2021

CONSENT

AGENDA ITEM: 2021 Goal Setting Session

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

In 2017 and 2019 the city brought in a facilitator, Phil Kern, to help develop a two year work plan. Staff is proposing Mr. Kern come back in 2021 to facilitate the development of the next two year plan.

ISSUE BEFORE COUNCIL:

Should the Council hold a goal setting session with Phil Kern?

PROPOSAL:

City staff reached out to Phil Kern to see if he was available/interested in helping develop the next two year plan. He has provided a proposal for the work and a copy is included in your packet.

As previously mentioned, after surveying council members staff is proposing to hold the goal setting session on Tuesday, April 13th at 6:30pm (regular work session day and time). We are still working to finalize a location.

FISCAL IMPACT:

The proposed fee is \$1,700

OPTIONS:

- 1) Approve the proposal from Phil Kern
- 2) Amend and then Approve the proposal from Phil Kern
- 3) Do not hold a goal setting session in 2021

RECOMMENDATION:

“Move to approve the facilitation services of Phil Kern.”

ATTACHMENTS:

Kern Proposal

City of Lake Elmo

2021 Goal Setting Session

Mayor and City Council -

It is my pleasure to submit to you this proposal for facilitating the City of Lake Elmo 2021 Goal Setting Session.

Spending time dedicated to mission, values of the organization, and goals is a critical step in developing and maintaining organizational excellence. I enjoyed the opportunity to assist the City of Lake Elmo with this process in previous years and would look forward to the opportunity to revisit your workplan and establish new goals in 2021.

My proposal would consist of four elements to be conducted in a three-hour session:

1. Revisiting and updating the organization's mission and core values.
2. Review of the 2019 Workplan – successes and failures.
3. An assessment of the status of the organization – strengths, weaknesses, opportunities, and threats.
4. Development of the 2021 Workplan/goals program.

The session would be focused on facilitating a small group consisting of the Mayor and City Council, with participation of staff members as determined by the City Council. A variety of viewpoints from within the organization – the governing body, management staff, and service delivery staff – are encouraged and recommended.

The fee for facilitation services included in this proposal is \$1,700. Facilitation services will include preparation of agenda and materials for the session. All materials will be provided to the City Administrator electronically at least three working days prior to the session. Additionally, a final report containing outcomes of the session will be provided electronically no later than ten days after the completion of the session. The City shall be responsible for providing the necessary copies of materials for participants and any requested by members of the public. Payment shall be remitted within 30 days of submission of the final report.

Thank you for the opportunity to submit this proposal and I look forward to working with the City of Lake Elmo.

Respectfully submitted,

Accepted by the City of Lake Elmo by:

Phil Kern
