

**Item**

Consultancy Agreement – Public Management Center, University of Kansas

**Responsible Staff Contact**

J. D. Cox, City Administrator

**Recommendation**

Consider approval of consultancy agreement

**Executive Summary**

Proposed is a consultancy agreement with the **Public Management Center**, University of Kansas to provide the following services in support of alignment of the City’s Unified Budget & Strategic Doing:

1. **Reaffirming Direction - City Council Leadership Retreat** for the development of Mission, Vision, Core Values, Commitments, and Building Community Outcome.
2. **Employee Performance Integration** to align staff goals with organizational outcomes.
3. **Training & Education** to develop training specific to Douglas and a high-performing organization.
4. **Internal Implementation:** Mechanisms, communication and celebratory activities.

As a side note: It is proposed that the **Wyoming Business Council (WBC)** be utilized for public, external communications and assistance as the City works on the development of the update of the Comprehensive Plan.

**Background**

During the adoption process of the Unified Budget and Strategic Doing, much discussion was held amongst the City Council and staff regarding a number of additional positive steps that are desired to further enhance our initiatives.

First, the need to align the goals of each of our individual performers on our City team together with our organization’s Outcomes, Strategies and Key Progress Indicators. Additionally, discussion was held regarding the City Council’s desire to review and possibly update the existing Vision, Mission & Core Values.

Moreover, assistance with the development of Commitments for “how” the organization would carry out its outcomes was also desired.

Finally, discussion regarding the need to update the Comprehensive Plan as well as to network in the community and to build the key partnerships desired to enhance this year’s plan as well as to build next year’s Strategic Doing with lots of community participation.

### Considerations:

Douglas is a very busy community and it is difficult for many of our neighbors to attend numerous meetings, therefore staff proposes that we be strategic in our imposition upon the time of our citizens. As such, proposed is also for the **Wyoming Business Council**, in partnership with the consultant leading the Comprehensive Plan update, be utilized for our external/community participation needed for the upcoming Comprehensive Plan update, as well as, for interaction concerning the current and next Strategic Doing update.

In this way a partnership between the **City, WBC, and KU** would allow us to work together as topics cross-over.

KU is being recommended due to a number of reasons, including: Expertise, Competency, Approach and ability to deliver upon the City's needs. In fact, in the area of local government, KU has been ranked #1 in the nation by US News & World based in an assessment based upon peer reviews by other similar institutions (see page 4 below).

With their background, the consultants will engage in the following:

1. **Reaffirming Direction – City Council Leadership Retreat** to Development of Mission, Vision, Core Values, Commitments, and Building Community Outcome.
2. **Employee Performance Integration** to align staff goals with organizational outcomes.
3. **Training & Education** to develop training specific to Douglas and a high-performing organization.
4. **Internal Implementation:** Mechanisms, communication and celebratory activities.

**Reaffirming Direction – City Council**, wherein the consultants will lead a full-day facilitated conversation with council members that includes the following core elements:

- Team Building – strengthening the interpersonal working relationships while identifying individual strengths to further support the strategic doing process and key performance indicator completion.
- Evaluation, augmentation, or reaffirmation of the city's Mission, Vision, and Core Values – Ensuring alignment with current organizational philosophy and practice.
- Providing awareness and discussion of the interconnections/relationships between the comprehensive plan, strategic doing process, capital improvement plan, operating budget, and strategic management – Ensures organizational alignment.
- The consultant will compile and craft a final report of the agreed-upon elements for review by the council and city administrator about the following:
  - Mission, Vision, and Core Values
  - Organizational Commitments
  - Building Community Outcomes

**Employee Performance Integration:**

- Evaluation and augmentation of the Building Community Outcomes and key performance indicators
- Ensure alignment with organizational goals, promote outcomes that are measurable, and set attainable items within appropriate timelines.
- A one-day leadership (Council) retreat.
- Employee Connection: Documents to reflect organizational direction and culture.
- Develop program to help new employees buy-in to the Unified Plan.
  - Develop the process of searches.
  - Develop orientation program.
  - Build inspiration and motivation.

**Training & Education** to develop training specific to Douglas and a high-performing organization

- High Performing Organizational Direction:
  - Every employee leads from their position. Everyone uses their own creativity, skillset and energy to move the organization in the clear direction.
  - Emergenitics: What is the nature of their contribution, builds self-knowledge, enables employees to bring what they want to bring forward to the end goal.
  - Identify why each employee chose to work in the position they are in.
  - Develop program to help new employees buy-in to the Unified Plan.
  - Develop the process of searches.
  - Develop orientation program.
  - Build inspiration and motivation.

**Internal Implementation:** Mechanisms, communication and celebratory activities

**Other Notes:**

Finally, proposed is to utilize Contingency Funds from 10-5100-9000 for the payment of item (to pass through the Miscellaneous Contractual and Training/Development line items (#10-5100-2158 and #10-5100-2122)).



CITY OF **DOUGLAS** WYOMING  
HOME OF THE JACKALOPE.



## Local Government Management

Ranked in 2023, part of [Best Public Affairs Schools](#)

Local government management programs educate students in fields such as government finance, community economic development and urban policy analysis. These are the top public affairs schools for local government management.

### #1 in Local Government Management

- #1 University of Kansas, Lawrence, KS
- #2 University of North Carolina--Chapel Hill, Chapel Hill, NC
- #3 Arizona State University, Tempe, AZ
- #4 University of Georgia, Athens, GA
- #5 Northern Illinois University, DeKalb, IL
- #6 Syracuse University, Syracuse, NY
- #7 University of Nebraska—Omaha, NE
- #8 Indiana University—Bloomington, Bloomington, IN
- #9 University of North Texas, Denton, TX
- #10 Georgia State University, Atlanta, GA
- #11 University of Illinois—Chicago, IL
- #12 Cleveland State University, Cleveland, OH
- #13 Portland State University, Portland, OR
- #14 University of Southern California, Los Angeles, CA
- #15 Florida State University, Tallahassee, FL
- #16 University of North Carolina—Charlotte, NC
- #17 University of Pittsburgh, PA
- #18 New York University, NY
- #19 University at Albany, NY
- #20 Indiana University-Purdue University—Indianapolis, IN



Northern Illinois  
University

\*The rankings of public affairs programs, published in 2023, are based solely on peer assessment survey results. In fall 2022 and early 2023, U.S. News surveyed deans, directors and department chairs representing 269 master's programs in public affairs and administration. Schools in the overall ranking of public affairs programs, based solely on the 5-point peer assessment score, are numerically ranked from highest to lowest based on their score.



# Agenda Item Report City Council – 14 August 2023

**Alignment to Strategic Doing (SD) and/or Other Plans**

<u>SD24 Commitment &lt;Draft&gt;</u>	Dynamic Operations
<u>SD24 Strategy</u>	Align organization; Build Healthy Organization
<u>SD24 KPI</u>	
<u>2014 Master Plan</u>	n/a
<u>2015 Downtown Master Plan</u>	n/a

**Budget/Fiscal Impact**

<u>Fund/Department</u>	General/Non-Departmental Contingency
<u>Project/Line Item(s)</u>	10-5100-2158
<u>Budgeted Amount</u>	\$200,000
<u>Anticipated Amount</u>	\$ 42,490

**Action Requested/Recommended Motion**

Authorize \$42,490 from General Fund contingency to be transferred to Miscellaneous Contractual and Professional Development and that Agreement with the Public Management Center of the University of Kansas be approved and the City Administrator be authorized to sign all associated documents.

**Reviewed/Approved**

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|---|--|
| <input checked="" type="checkbox"/> Community Development | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> Law Enforcement       | <input checked="" type="checkbox"/> Legal        |
| <input checked="" type="checkbox"/> City Administrator    | <input checked="" type="checkbox"/> Finance      |
| <input checked="" type="checkbox"/> City Clerk            |  |