

City of Dillingham Action Memorandum Agenda of: December 16, 2021
Action Memorandum No. 2021-15

Subject:
Authorize the City Manager to sign a Contract with Professional Growth Systems for Strategic Planning

City Manager: Recommend Approval
Signature: 

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:
Professional Growth Systems Proposal for Strategic Planning Services

Summary Statement:

In August 2021, City Manager Hladick compiled the 1st annual Assessment of City Services. This report recognizes many needs across all city departments. Additionally, the City Council has a need to identify and characterize projects and long term financial planning.

Professional Growth Systems has worked with the city in the past, knows and understands the unique needs of rural Alaska communities. This proposal will assist the City Council to prioritize, map out a strategy, assign responsibilities and bench marks, and follow through with long term planning.

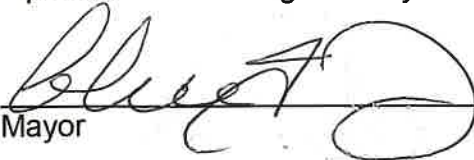
PGS monitors progress, checks in with the City Manager, and offers technical support for use of their portal.

Contract amount is \$16,750 plus cost of travel to and from Dillingham, date to be determined.

Action Memorandum No. 2021-15

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on December 16, 2021.


Mayor

ATTEST:

[SEAL]



City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

Proposal for Strategic Planning Services

Presented to City of Dillingham
November 7, 2021



Vision Navigation®
Clear vision, focused strategies, real results.



PROFESSIONAL GROWTH SYSTEMS

Professional Growth Systems
721 Depot Drive
Anchorage, Alaska 99501

www.professionalgrowthsystems.com

This proposal is the result of several discussions with Interim City Manager, Chris Hladick, as well as review of his proposed Multi-Year Budget Plan.

Objectives

Among the results to be achieved from partnering between the City of Dillingham and Professional Growth Systems are the following:

- Definition and adoption of a clear, time-specific vision for progress on the road to financial sustainability
- Adoption of a set of strategies/projects to achieve the vision
- Development and approval of first, second- and third-year goals for each of the projects
- Define and implement measures of success for each of the projects
- Development and adoption of detailed project plans to include quarterly milestones and individuals responsible to deliver those milestones
- Development of department improvement plans for each department of the City
- The ability of both the Council, City Manager and department heads to be able to update progress on plans and revise plans as needed.

Methodology

PGS will design and facilitate a process to deliver the objectives detailed above over a three-day period as follows:

Off-site Pre-Work – Prior to travel to Dillingham, PGS will work with the City Manager to implement a process for Departments to nominate improvement projects based on the results of the recently completed “1st Annual Assessment of City Services”. Each Department will be charged with nominating up to three improvement projects to be undertaken in the next year and define goals for each. The City Manager shall approve or revise as needed.

Day 1 – Meet with City Council, City Managers and others designated by the Council to review purpose (mission), values and renew or revise as needed. The will be followed by development of a time-specific vision for improved fiscal condition/sustainability of the City. Next, a list of strategic projects needed to reach the vision, to include at least “Budget Considerations”, “Optimize Revenue”, “Explore New Revenue”, and “Classify Expenses” will be defined. Finally, those charged with defining plans for each of the named projects will be identified (likely these will include the City Manager and the Council or select members).



Day 2 – Project Planning for Strategic Projects

Teams designated on day 1 will be led through a process to define detailed plans for each project. These plans will include first year and successive year goals, measures of success, quarterly milestone outcomes for year 1 and then charged/assisted with defining tasks with deadlines to reach each quarterly milestone. Attendees will be then trained on how to update progress on and revise their plans as needed.

Day 3 – Department Improvement Plans

Dept. heads or teams from departments will all meet simultaneously and taken through completion of detailed project plans for the improvements established during the pre-work phase. All will be trained on how to update progress on and revise their plans as needed.

All plans will be developed and tracked on the PGS VN (Vision Navigation®) Planning Portal. This is an on-line planning system that enables up to 25 plans to be developed and tracked. The strategic projects adopted by the Council will be displayed on a plan chart for easy oversight of progress/problems. The Portal will support communications between those working on plans and uploading of documents developed as part of completion of the plans.

Throughout the plan year, PGS will monitor progress on the plans, check in with the City Manager on the need for technical support on how to use the Portal.

Terms and Conditions

The fees and expenses for accomplishing the objectives detailed above will be **\$16,750** . This does not include the cost of travel to Dillingham which will be billed at cost.

Payment terms: 25% of fees will be due upon acceptance of this proposal. An additional 50% of fees and travel expenses will be billed upon completion of on-site work in Dillingham. The final 25% will be due 6 months into the plan year.

Acceptance

This proposal is accepted and forms an agreement between the _____ and Professional Growth Systems, Inc.

For Professional Growth Systems:



William M. Dann, Founder

For City of Dillingham



City of Dillingham
Fiscal Note

Agenda Date: December 9, 2021

Professional Growth Systems to assist the City Council with long term planning of the assessment completed.

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
AMOUNT REQUESTED:		FUNDING SOURCE		
FROM ACCOUNT		City of Dillingham		
1000 7060 10 13	Admin - Contractual budget	Project		
TO ACCOUNT:	VERIFIED BY:	Anita Fuller	Date:	10/30/20

EXPENDITURES

OPERATING	FY22	FY23	FY23	FY24
Admin budget - Contractual	\$ 17,750.00			
	-			
	-			
TOTAL OPERATING	\$ 17,750.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds	\$ 17,750.00	\$ -		
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	\$ 17,750.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)
Estimation of \$1,000 for travel. Will require a budget revision increasing the contractual/professional budget line item.

See Action Memorandum 2021-15

PREPARED BY: Anita Fuller

November 30, 2021

DEPARTMENT: Finance

APPROVED BY: _____