



### Evaluation Process:

- *Customize process to reflect the needs of the City Council:* Nadine will work with the Council contact to gain insight concerning high-level performance expectations, and to customize the process.
- *Gather insight and input from each Council member:* We utilize an online tool for use as a starting point;
- *Secure comprehensive self-evaluation documents* from City Administrator;
- *Interview each Council member individually via video conferencing*, in a manner that meets their time requirements;
- *Develop comprehensive draft summary* including the perspectives of all members, integrated into common “themes” and goals that give consistent feedback and speak with one voice where possible;
- *Review and gain consensus of draft evaluation and goals* in a virtual Closed Session with City Council – clarify what is going well, areas for further development and a road map to achieve the desired performance objectives.
- *Finalize and deliver evaluation summary.* Meet with appointed officials to assist them in developing an action plan to meet the Council identified expectations.



**Project fees:**

MRG estimates the professional consulting fee to conduct the City Administrator's evaluation is \$6,075. The project will include up to 27 hours at \$225/hour. All meetings will be conducted via telephone or video conferencing. MRG will invoice for actual hours incurred on the project. This estimate is valid for 60 days from the date proposed.

Additional work not contemplated in this proposal will be billed at \$225 per hour and will begin only after agreed upon between the City and MRG.

MRG prefers invoices to be paid electronically. Please contact Barbara Bullock for ACH information and to provide your agency form with your preferred Accounts Payable email for invoice delivery. Barbara can be reached at [bbullock@solutions-mrg.com](mailto:bbullock@solutions-mrg.com).

If paying by check, please remit to the address below:

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PO Box 561