



Clear Career Professionals

Agreement for City Administrator Executive Consulting Services

This Agreement is made between Clear Career Professionals LLC ("Clear") and the City of Woodcreek ("Organization") as follows:

Scope of Services:

Clear shall provide a highly qualified retired Texas City Manager/Administrator, specifically Michael Boese, MPA, as the primary consultant. Consulting services may include but are not limited to:

- Stakeholder Engagement
- Organizational Assessment
- Policy and Procedure Review
- Financial Management Support
- Strategic Planning
- Communication Strategy
- Training and Development

The Organization agrees:

- To provide the consultant with full access to necessary documents, records, and information regarding city operations, finances, and ongoing projects to facilitate informed decision-making.
- To ensure city staff are cooperative and supportive of the consultant's efforts, providing any needed assistance and information promptly.
- To respond to drafts of documents and reports in a timely manner.
- To provide legal opinions to Clear regarding projects involving the City Attorney.

Compensation

Consulting Fee: The consulting fee shall be \$60.00 per hour, billed in one-hour increments. The total value of this agreement shall not exceed 80 hours per month or \$4,800 monthly. Services may be performed both remotely and in person as needed.

Travel and Lodging Expenses: Travel and lodging expenses will be billed at actual cost without any markup.

Billing:

The consulting fee and any travel/lodging expenses will be billed bi-weekly, with payment due upon receipt.



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Organization Contact for Invoicing:

Name: Jim Burton

Position: Acting City Administrator

Email: manager@woodcreektx.gov

Address: 41 Champions Circle, Woodcreek, TX 78676

Phone: (512) 847-9390 ext. 204 / (512) 878-9102 (cell)

Terms and Conditions:

- The Organization reserves the right to terminate this agreement at any time upon giving Clear seven days advanced written notice to Clear, Attn: Michael Boese, 3000 Custer Road #270191, Plano, Texas 75075 or by email to Michael@clearcareerpro.com. In such an event, Clear will be compensated for all work completed up to and through the date of termination.

Approved and agreed to, this the 25th day of July, 2024 by and between

Michael Boese, President (Clear)

Jeff Rasco, Mayor