



IN THE MIDST OF THE TEXAS HILL COUNTRY

Mayoral, Staff or City Council Member
Agenda Item Submission

Table with 2 columns: Field (DATE, TO, FROM, TITLE / SUBJECT of REQUESTED AGENDA ITEM) and Value (7/1/2024, City of Woodcreek City Council Members, Jeff Rasco, Mayor, Discuss and take appropriate action to engage in a professional services agreement with a municipal administration consultant to provide the city with guidance on the appropriate roles and duties of the city administrator for a city like Woodcreek, to provide direct guidance to Staff and Mayor, and to serve as part- municipal administration advisor.)

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

To engage in a professional services agreement with a municipal administration consultant to provide the city with guidance on the appropriate roles and duties of the city administrator for a city like Woodcreek, to provide direct guidance to Staff and Mayor, and to serve as part-time municipal administration advisor.

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):

With the budget and election cycles in full swing, an experienced city administrator can provide invaluable support to the Council and Staff. We have proposals from three qualified professionals with another on the way. The schedule will be flexible, and average about 10 hours per week for 3-4 months. Projected costs not to exceed \$20,000 to be paid from budget allocated and unspent from City Manager salary

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)

That the City of Woodcreek engage in a professional services agreement with a professional administrator as selected by the Mayor and staff to provide guidance on

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney



**Mayoral, Staff or City Council Member
Agenda Item Submission**

IN THE MIDST OF THE TEXAS HILL COUNTRY

administrative roles, responsibilities, budget preparation, elections, and advice on the selection of a municipal administrator for the City of Woodcreek.

FISCAL IMPACT:

The Estimated Dollar Amount is:

Up to \$20,000

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1. McDougal & Associates proposal
2. Clear Career Professionals, LLC (Boese) proposal
3. Texas First Group proposal
4. City Hall Essentials proposal (if received)

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney