

PROPOSAL:

The fundamental assumption underlying this proposal is that the City of Northfield has a process that they wish to follow, and that as a potential consultant, my role is to provide an itemized cost to deliver and facilitate this process. Additional statements included are offered as clarification—as noted—to ensure understanding by both parties.

PROCESS:

- I. Review completed materials related to the City Administrator's 360 annual performance review:
 - o City Administrator Martig's 2017 performance review
 - o 2018 self-review
 - o 2018 City Council evaluations
 - o other evaluations depending on the performance review cycle (Department Coordinator Team, Community Peers).

COST: \$800.00

CLARIFICATION: It is understood that the Communications and Human Resources Director will administer and tabulate the results of all items indicated above. The consultant's role in Step I is to review completed materials, including tabulated results, in order to organize a facilitated discussion. It also includes one or more calls to the Communications and Human Resources Director to discuss process and to clarify results.

- II. In person, meet with City Council to go over the review with City Council, discuss compensation.

COST: \$2,600.00

CLARIFICATION: It is understood, and the cost reflects the fact, that the consultant's role is to facilitate a productive discussion of evaluation results. It is further understood that the Communications and Human Resources Director will develop, and provide to the consultant, salary information, including market comparisons (as determined appropriate) sufficient to facilitate a productive discussion of compensation, in line with City expectations. The cost includes consultation with the Communications and Human Resources Director regarding salary administration practices in the City, and expectations for both the evaluation and salary discussions. The cost includes travel to/from Chicago.

- III. Invite City Administrator Martig to join City Council for goal setting discussion.

COST: Included in cost above.

CLARIFICATION:

- IV. Will the Consultant provide coaching/recommendations to the City Administrator about the feedback received by the City Council upon request?

COST: \$500.00

CLARIFICATION: It is understood that this is one session (in person with additional travel costs, if not, this will be a phone/video call) following the facilitated discussion with the City Council. Additional sessions are available at a rate of **\$200.00/hour**

TOTAL COST—FEE: **\$3,900.00.** 20% of the total shall be made upon approval, an additional 60% upon completion of the facilitated Council-Administrator session, and the final 20% upon completion of the coaching session with the City Administrator.

ABOUT CRAIG RAPP:

Craig Rapp is a nationally recognized speaker, facilitator and consultant who is dedicated to helping individuals and organizations gain clarity on their purpose, focus on what matters and achieve the results they desire.

For over twenty years, Craig was a chief executive in local government—a City Manager in three cities and a senior executive at a regional council. In addition, he was an executive in two privately held companies, the Director of Consulting for an international association, and a Senior Advisor to the Center for Governmental Studies at Northern Illinois University.

Craig served as President of a variety of industry and educational associations in the Minneapolis-St. Paul area, including the Association of Metropolitan Municipalities (now Metro Cities), the Sensible Land Use Coalition, the Metropolitan Area Management Association and the North Hennepin Community College Advisory Board. He also served on the Board of Directors of the League of Minnesota Cities and the Urban Land Institute – Minnesota.

For the past fifteen years, Craig has been speaking, training and consulting in over 30 states and provinces across North America.

Focusing primarily in the public and non-profit sectors, Craig helps individuals and organizations “*Envision the Possible, and Make It Achievable.*” Through speaking, training and consulting, he helps executives and their organizations clarify their purpose, articulate and align outcomes, and deliver results that matter.

BELIEFS

Healthy people make a critical difference in the creation and support of healthy organizations.

Healthy people:

- Interact with others in a respectful, candid manner
- Have a strong ethical framework based upon a clear set of values
- Operate from a sense of who they are rather than who they should be
- Are driven by a purpose greater than themselves
- Have a life-long commitment to learning and personal development
- Are resilient- facing challenges and setbacks with determination and equanimity
- Lead integrated lives-attending to mind, body, spirit and relationships