



August 26, 2012

Quinn Barrow
Richards Watson and Gershon
355 South Grand Avenue, 40th Floor
Los Angeles, California 90071-3101

RE: City of Manhattan Beach Assessment

Dear Mr. Barrow:

Based upon our conversation, attached is a work plan proposal and related costs based upon the City Council's identified objectives. I have made some assumptions concerning time and expectations and will work with you and the City Council on items that may need to be modified after we begin the project.

I am available to assist the City Council the last week of September to finish this project by the end of October. Please contact me at (916) 261-7547 should you have any questions.

Sincerely

A handwritten signature in blue ink that reads "Mary Egan". The signature is written in a cursive style and is positioned above a solid black horizontal line.

Mary Egan
Municipal Resource Group, LLC
Egan@municipalresourcegroup.com



Proposed Process for City of Manhattan Beach City Manager Assessment

Visit 1 – Late September 2012:

Finalize evaluation documentation, process and schedule. Schedule firm dates for all elements of process including City Council member in person interviews.

Conduct introductory telephone conversation with City Manager and each Department Director in advance of in person meeting. Meet with Department Directors to obtain input. Brief introductory meeting with City Council to review proposed evaluation process, form, timeline and categories. Discuss expectations for circulation of Department Head input.

- a. Meet with each Department Director to review process and/or interview to solicit feedback for confidential Department Head input report to City Council.
 - i. *Note: Consultant will have made personal contact with each Department Director in advance of this date to review process and confidential nature of discussions.*

Provide Department Director feedback to City Council in narrative format identifying themes, issues, strengths and any concerns. Provide evaluation form to City Council in preparation for individual interviews.

Visit 2 – First Week in October 2012

Conduct in-person meeting with each City Council member to review performance evaluation document, elicit comments, ratings, and expectations.

- a. Prepare confidential draft evaluation document based upon City Council feedback.
- b. Distribute confidential draft document to each City Council member for review in advance of closed session (optional).

Visit 3 – October 16, 2012

Facilitate discussion for City Council identifying areas of focus, clarifying perceptions and reaching consensus where possible. Prepare final City Manager evaluation document to be provided by the City Council.

- a. Prepare and distribute final document based upon City Council feedback.

FEE: \$12,000 plus expenses not to exceed \$1,500.

Any additional work not contemplated in this proposal to be provided at \$200 per hour.