



February 17, 2022

Sally M. Perez
 Purchasing Technician
 City of San Leandro
 835 E 14th Street
 San Leandro, CA 94577

Dear Ms. Perez:

The following chart provides a breakdown of project staff hours by team member, as well as the related costs for each task area for the Police Department Staffing Needs Assessment Study:

| Task | Project Manager | VP / Sr Manager / Manager | Consultant | Total Hours | Total Fee |
|--------------------------------|-----------------|---------------------------|------------|-------------|-----------------|
| 1. Current State Assessment | 16 | 48 | 16 | 80 | \$14,000 |
| 2. Stakeholder Input | 12 | 12 | 16 | 40 | \$6,800 |
| 3. Diagnostic Assessment | 16 | 48 | 16 | 80 | \$14,000 |
| 4. Staffing and Operations | 16 | 64 | 24 | 104 | \$17,800 |
| 5. Organization and Management | 16 | 64 | 24 | 104 | \$17,800 |
| 6. Final Report | 16 | 40 | 16 | 72 | \$12,600 |
| Total Hours | 92 | 276 | 112 | 480 | |
| Hourly Rate | \$225 | \$175 | \$125 | | |
| Total Professional Fees | \$20,700 | \$48,300 | \$14,000 | | \$83,000 |
| Travel Expenses | | | | | \$3,500 |
| Total Project Cost | | | | | \$86,500 |

Our usual practice is to invoice our clients monthly for time and materials up to the total project amount. We are also amenable to alternative invoicing arrangements.

If you have any questions, please do not hesitate to contact me – either at the letterhead address, by phone at 650-858-0507, or by email at rbrady@matrixcg.net

Richard P. Brady President

Matrix Consulting Group