



December 14, 2022

Mr. Richard Pio Roda
City Attorney
City of San Leandro
835 East 14th Street
San Leandro, CA 94577

Dear Mr. Pio Roda,

Thank you for communicating Council's interest in Municipal Resource Group LLC (MRG) providing support to the Council in evaluating City Clerk reporting options in San Leandro. We have met with you and internally to review historic materials including the City's history of charter change and the practices of other agencies who have had similar transitions.

MRG Consultant Shirley Concolino will research and present an analysis of options for municipal clerk organizational positions and oversight.

We have developed the scope of work and estimate for your review and approval. Please let us know if you have any questions about the proposed services. We know that the scope on this project has to remain flexible and we will maintain the necessary flexibility.

Please review and we look forward to your feedback!

Sincerely,

Mary Egan
MRG, LLC
CEO
916-261-7547
egan@solutions-mrg.com



San Leandro

Independent Analysis and Presentation

Scope of Work

MRG will support Council, providing research and technical support and offering independent analysis as requested. Work will support the City's Council ad hoc committee on reviewing and presenting the findings. We anticipate this will require the following tasks:

1. Gather information and practices regarding cities with the criteria and assemble synthesized information for the Council ad hoc committee:
 - a. Direct Council appointed Clerks
 - b. Direct City Manager (CM) appointed Clerks
 - c. Council-appointed Clerks with day-to-day oversight delegated to City Manager
 - i. Administration
 - ii. Options for oversight
 - iii. Strengths
 - iv. Challenges and potential barriers to implementation
 - Selection of the next City Clerk
 - Meet and Confer obligations for change
 - Charter issues
 - Council as a Supervisor
 - Agenda Management
 - a. Practices of comparable agencies summarized
2. Convene ad hoc committee, contingent on Council concurrence, to review issues, support their direction
3. Prepare staff report narrative on behalf of the ad hoc committee.
4. Attend Council meetings and support ad hoc committee presentation of the report.

Schedule of Deliverables

February/March 2023 – Preliminary Report for data review and analysis. Review with City stakeholders.

March/April 2023 – Final Report of data and analysis. Present to Council.

Project Fees

The estimated amount for the professional consulting services outlined above is \$25,000, which will be invoiced at \$225 per hour plus expenses. Expenses may include, but are not limited to, mileage at current IRS rate, parking, tolls, etc. MRG will only invoice for actual hours and expenses incurred.



Additional work not contemplated in this proposal will be billed at \$225 per hour for Shirley Concolino and will begin only after agreed upon between the City and MRG. Should Mary Egan be required to support the project, her rate is \$300 per hour.

At all times during this project engagement, MRG will be an independent contractor. Both agencies confirm the specialized services are distinct from tasks customarily performed by the Agency. The services of Consultant specifically do not include hiring, firing, or supervising of any Agency personnel. Also, Consultant shall not have contracting or signing authority or act in the position of a Director or represent a management position at commission, Board or Council meetings.