



December 14, 2022

Cindy Hill
President, North County Library Authority
1 North San Antonio Road
Los Altos, CA 94022

Dear Ms. Hill:

Municipal Resource Group LLC (MRG) has previously provided liaison services between the City of Los Altos and the North County Library Authority JPA (NCLA) between November 2017 and June 2021. MRG has provided support to the JPA and the City with facilitation services including coordinating materials for meetings, facilitating meetings, budget development and recordkeeping. As requested, we are submitting an updated scope of work for the calendar year 2023.

Please review the proposed scope of services. MRG consultant Christi Mansel is pleased to provide services as attached. Christi's biography is attached for reference. Let us know if you need anything further.

Sincerely,

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



Scope of Work

The North County Library Authority, a Joint Powers Authority between the City of Los Altos and Town of Los Altos Hills, has requested assistance with meeting facilitation, and management and tracking of fiscal issues.

- Prepare and maintain records of all NCLA meetings, including financial spreadsheet(s). Consultant will prepare the meeting agendas, capture input and summarize into minutes, create and update financial spreadsheet(s), send out communications to meeting participants, and coordinate with the City of Los Altos, Town of Los Altos Hills and Santa Clara County, as needed.
- Facilitate regularly scheduled meetings and follow-up: Consultant will assist the NCLA in compliance with the newly updated Brown Act, meeting protocol, and follow-up on meeting items as needed. Issue meeting links, record and publish meeting video.
- Track Financial Information: Consultant will prepare and maintain spreadsheet(s) to inform the Authority and City Staff of financial status and information. Provide accounting assistance for vendor payments including communications to approve and confirm payments and follow up.
- Coordination of Consulting resources: Coordinate the figures for the updated Parcel Tax and Gann Limit provided by the CPA/Audit firm and Finance consultants, Chavan and Associates, LLP and NBS, for integration into the staff report for subcommittee (Board President and Secretary) and Board approval. Coordinate information with Meyers Nave, as needed.

Project Fees

MRG will invoice for actual hours worked at \$225 per hour, estimated at 15-20 hours per month with an additional initial project onboarding/project kick-off estimate of 30 hours. Expenses will be invoiced at cost, including mileage, printing and miscellaneous expenses up to \$1,750.

Additional work not contemplated in this proposal will be billed at the hourly rate and will be undertaken only after agreed upon in writing between the JPA and MRG. This estimate is valid for 60 days from the date of the proposal. Thank you for your continued trust in MRG and we look forward to working with you!

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.