



January 12, 2023

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, accounting 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), interpret investment account statements into lay language, send out communications to meeting participants, and coordinate with the City of Los Altos, Town of Los Altos Hills, NCLA and Santa Clara County Library District (SCCLD), as needed. The preparation of financial spreadsheets include preparing/updating the Operating Budget, providing at each meeting the Disbursements Report (Summary of Revenues and Expenditures), annually updating the Fund Balance Projection and preparing the quarterly Financial Statements. Preparation of the meeting agendas includes preparation of the agenda packet including staff reports for each agenda item.
- Facilitate regularly scheduled meetings, Special 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 in coordination with Los Altos IT – TBD.
- Track Financial Information: Consultant will prepare and maintain spreadsheet(s) to inform the Authority and City Staff from Los Altos Hills and Los Altos of financial status and information. Provide accounting assistance for vendor payments including communications to approve and confirm payments and follow up.
 - Coordinate with City Staff or other contact to pick up and share NCLA mail on a timely basis. Need to establish pick-up schedule. Consultant is not local to Los Altos vicinity.
- The annual Parcel Tax Resolution and the computation of the annual Gann Limit is prepared by the MRG consultant. The MRG consultant has the responsibility to deliver these two approved, and signed, Resolutions to the appropriate County and State entities prior to the posted deadline. The MRG consultant works with the audit firm (Chavan and Associates) to provide to the audit firm all requested items, reports and materials as needed for Chavan to complete the audit. The only item the audit firm provides to the MRG consultant is the Annual Audit Report for initial review, and then for presentation to the Board for final acceptance. Coordinate information with attorneys Meyers Nave, as needed and approved by the Board. Coordinate other reports as needed for NCLA.

Project Fees

MRG will invoice NCLA 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.