

**AMENDMENT NUMBER TWO
TO PROFESSIONAL SERVICES AGREEMENT
WITH MANAGEMENT PARTNERS, INC.**

This Amendment is made and entered into this ___ day of January, 2017 ("Effective Date") by and between the CITY OF COSTA MESA, a municipal corporation ("City") and MANAGEMENT PARTNERS, INC., an Ohio corporation ("Consultant").

WHEREAS, City and Consultant entered into a Professional Services Agreement ("Agreement") on July 1, 2016 to provide consulting services for development-related project management assistance; and

WHEREAS, City and Consultant entered into Amendment Number One to the Agreement to extend the term of the agreement through December 31, 2017 and to provide for additional consulting services and interim management assistance; and

WHEREAS, City and Consultant now desire to amend the Agreement to include consulting services relating to the facilitation of a City Council goal-setting session.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The scope of services set forth in Section 1.1 of the Agreement is hereby amended to include the services set forth in the proposal attached hereto as Exhibit "A" and incorporated herein by this reference.
2. Section 2.1 of the Agreement is hereby amended to include compensation for the services set forth in Exhibit A in the amount of \$10,500.00. No change is made to the limit of Consultant's total compensation for services rendered pursuant to this Agreement.
3. All other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first written above.

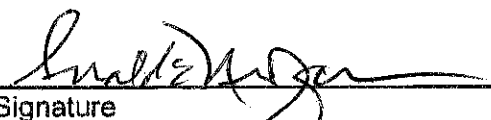
CITY OF COSTA MESA,



City Manager

Date: 2/15/17

CONSULTANT



Signature

Date: 1/30/17

Gerald E. Newfarmer, President and CEO
Name and Title

31-1407585

Social Security or Taxpayer ID Number

ATTEST:

Brenda Gre
City Clerk



Date: 2/21/17

APPROVED AS TO FORM:

[Signature]
City Attorney

Date: 02/03/17

APPROVED AS TO CONTENT:

Ashley Garcia
Project Manager

Date: 2/2/17

APPROVED AS TO PURCHASING:

Stephen Duvvurit
Interim Finance Director

Date: 2-21-17

Management Partners



January 19, 2017

Mr. Tom Hatch
City Manager
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Dear Mr. Hatch:

Thank you for the opportunity to submit a proposal to facilitate a workshop for the City Council this March. We understand the value to a Council and City Manager of allocating time to discuss optimizing effectiveness by working together on behalf of the community and to set priorities. When a Council has newly elected members, it is particularly helpful to have these discussions. We have the experience and skills to organize and conduct productive workshops, and would be pleased to work with the City of Costa Mesa. Jan Perkins, Senior Partner, will serve as facilitator.

As you already know, Management Partners is a professional management consulting firm specializing in helping local government leaders. The firm is staffed with 80 professionals who are experienced public service managers as well as qualified management consultants. Our consultants carry out a full range of projects for local government leaders including teambuilding, strategic planning, organization reviews, executive coaching, performance management, and development process reviews. Each assignment we undertake receives careful, professional attention and we take pride in the quality of our work.

Approach

To optimize Council members' time during the workshops, we are proposing that careful advance planning be done. This planning will include meeting with you and your Assistant City Manager to discuss the workshops and your desired outcomes, individual meetings with each Councilmember, preparing an agenda and reviewing it with you, and coordinating with your staff on workshop logistics. Following the workshop, we will prepare a summary that documents the direction provided by the Council.

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The Council workshop will be planned through a collaborative approach between Jan Perkins and you to ensure that the session is productive and meets the Council's and your objectives. The following describes the plan of work anticipated for the engagement.

Activity 1 – Gather Information and Prepare for Workshop

Jan will start by having a phone conversation with you and your Assistant City Manager to discuss the approach and schedule. She will obtain background information from your office, including existing priorities and other materials that will provide context for the workshop.

Key tasks involved in preparing for the workshop include the following:

- ***Meet with Councilmembers.*** Jan will meet individually with each Councilmember to hear their priorities and interests. These meetings will provide important context for preparing the workshop agenda and materials.
- ***Prepare agenda.*** Jan will prepare a draft agenda and review it with you and your Assistant City Manager. It is anticipated that the first one-third of the workshop will focus on best practices for working effectively together to accomplish the important work of the City. The remaining two-thirds will focus on hearing from Council members about priorities for the coming year.
- ***Coordinate logistics.*** Jan will provide advice about room set up and other logistics to help ensure a smooth workshop. A session of this sort works best in a setting that is relatively informal, while being in accordance with the Brown Act.
- ***Advice about materials.*** Jan will provide advice about workshop materials to be prepared by the City to aid in discussions during the session. She will also provide suggested materials as appropriate to the agenda, for distribution prior to or at the workshop. Some examples include protocols or norms from other cities, templates for displaying priorities, and relevant articles.

Activity 2 –Facilitate Workshop and Prepare Summary Report

The Council workshop will be four hours in length and is planned for March 14, 2017. The session will be designed in a way that encourages open discussion among Council members and executive staff. Desired outcomes of the session include:

- Consensus on key practices that will foster optimum effectiveness in meeting policy objectives, and
- Consensus about key priorities for the coming year.

After the workshop, Jan will prepare a report summarizing the results and follow-up steps to be taken.



Facilitator

The workshop will be facilitated by Jan Perkins, Senior Partner. Her qualifications are provided below.

JAN C. PERKINS


Jan Perkins, Senior Partner, has 30 years of local government management experience in five communities. She has held major leadership positions in professional organizations, has authored numerous articles, and is a frequent speaker at workshops and conferences. She joined Management Partners in 2005.

Jan was city manager of Fremont, California, for 11 years, and earlier was city manager of Morgan Hill, California. She also served the city of Santa Ana, California as assistant city manager; and Grand Rapids and Adrian, Michigan, in a variety of senior management positions, including deputy city manager.

Since joining Management Partners in 2005, Jan has led complex projects that provided assistance to senior local government managers and elected officials. These have included strategic and business planning, budget policy development, organizational assessments, teambuilding, council/board effectiveness, goal setting, leadership development, executive performance evaluations, and staffing analyses. She is based in the company's Orange County, California, office. Clients range from small to large and of various types. Examples include the cities of Santa Ana, Vallejo, Garden Grove, Beverly Hills, Livermore, Newport Beach, Santa Oxnard, Maria and Benicia; the counties of Alameda, Marin, Monterey, San Mateo, Riverside, and Ventura; Alameda County Zone 7 Water Agency, Orange County Cemetery District, and the South Bay Cities Council of Governments.

Her expertise was developed through an increasingly demanding series of jobs, beginning with the City of Grand Rapids. There, she served in a variety of management positions over a six-year period, concluding as deputy city manager. She also worked for the City of Adrian as assistant city administrator and community development director. In 1984, she was named assistant city manager of Santa Ana, California, followed by city manager positions in Morgan Hill and Fremont.

Among Jan's articles are "Hiring 2.0: 23 Creative Ways to Recruit and Keep Great Staff," which appeared in the January/February 2011 issue of *Public Management* magazine; "Successful Leadership," which appeared in the March 2005 issue of *Public Management* magazine; "The Value of Going Back to the Basics," co-authored with former Fremont Mayor Gus Morrison, which appeared in the June 2005 issue of *Western City* magazine; "It's (Gulp) Evaluation Time," July 2005, *PM* magazine; "Ethics: Alive and Well," co-authored by Elizabeth Keller and published in the January/February 2007 issue of *Public Management*, and "Assessing the Ethical Culture of Your Agency," co-authored by JoAnne Speers and Arne Croce, which appeared in the January/February 2007 issue of *Public Management*; "Assessing the Ethical Culture of Your Agency," co-authored by JoAnne Speers and Arne Croce, which appeared in the



January/February 2007 issue of *Public Management*; "Building Career Resiliency: Hone Your Ability to Grow From Adversity," co-authored with Pat Martel, which appeared in the March 2016 issue of *Public Management*; "Maximizing Manager Success," co-authored by Kevin Duggan, Frank Benest and Kevin O'Rourke, published in the April 2016 issue of *Public Management*; "A Constructive Dialogue: Facilitated Performance Reviews Can Provide Meaningful Feedback," co-authored with Frank Benest, published in the November 2016 issue of *Public Management*, and a variety of short articles published on the League of Women in Government website.

Jan served as president of the California City Management Foundation, president of the Alameda County City Managers Association, and as executive board member of the City Managers' Department of the League of California Cities. She also chaired a number of ICMA committees, is a fellow with the National Academy for Public Administration and is on the board of ICMA's Women Leading Government organization.

Jan earned a bachelor's degree in sociology and a master's degree in public administration from the University of Kansas. She is a graduate of Harvard University's Program for Senior Executives in State and Local Government. She is recognized by ICMA as a Credentialed Manager, is an ICMA Liaison and serves on ICMA's Women Leading Government Board of Directors.

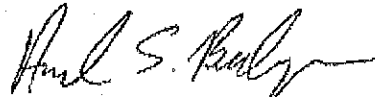
Project Hours and Cost

Management Partners estimates 32 hours will be required for the project. We will complete the plan of work described above for a fixed fee of \$6,500, which includes our expenses. We suggest a contingency be provided for any follow up assistance desired by the City, on an hourly basis. Jan Perkins' hourly rate is \$220. Other consultants are available to assist at rates starting from \$75 for a management analyst. A contingency of \$4,000 would provide for approximately 18 hours of Jan Perkins' time.

Conclusion

We would enjoy working with you on this important project. Please feel free to contact either Jan Perkins at 949-202-8870 or me if you have any questions.

Sincerely,



Andrew Belknap
Regional Vice President



Accepted for the City of Costa Mesa by:

Name: Thomas R. Hatch Thomas R. Hatch

Title: City Manager

Date: 1/24/17

