

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

This Amendment Number Four ("Amendment") is made and entered into this 17th day of October, 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 an agreement on July 1, 2016 for Consultant to provide consulting services for development-related project management assistance (the "Agreement"); 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 entered into Amendment Number Two to the Agreement to amend the scope of services to include consulting services relating to the facilitation of a City Council goal-setting session; and

WHEREAS, City and Consultant entered into Amendment Number Three to the Agreement to amend the scope of services to include consulting services relating to the facilitation of a teambuilding workshop for members of the City's executive team; and

WHEREAS, City and Consultant now desire to amend the Agreement to include consulting services relating to the facilitation of a workshop for City's executive team members and division managers.

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

1. The Scope of Services shall be amended to include the additional services set forth in Exhibit "A," attached hereto and incorporated herein by this reference.
2. Consultant shall be paid Four Thousand Seven Hundred Dollars (\$4,700.00) for the additional services set forth in Exhibit A. No change is made to the limit of Consultant's total compensation for the services rendered pursuant to the Agreement.
3. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
4. All other terms, conditions, and provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.

[Signatures appear on following page.]

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

Thomas R. Pataky
City Manager

Date: 11/6/17

CONSULTANT

Gerald E. Newfarmer
Signature

Date: 10-18-17

Gerald E. Newfarmer, President and CEO
Name and Title

ATTEST:

Brenda Green
City Clerk



APPROVED AS TO FORM:

[Signature]
City Attorney

Date: 11/01/17

APPROVED AS TO INSURANCE:

[Signature]
Risk Management

Date: 10/31/17

APPROVED AS TO CONTENT:

Ashley Garcia
Project Manager

Date: 10/30/17

DEPARTMENTAL APPROVAL

Amaria S. Betourneau
Assistant City Manager

Date: 11/1/17

APPROVED AS TO PURCHASING:



Interim Finance Director
MF

Date: 11.1.17

EXHIBIT A
ADDITIONAL SERVICES

Management Partners



August 16, 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 half-day workshop for the City's executive team and division managers this fall. Since this was a topic of discussion at the recent executive team retreat facilitated by Jan Perkins, we are familiar with purpose of this upcoming workshop. Jan Perkins, Senior Partner, will serve as facilitator for this next workshop as well.

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 staffs' time during the workshop, we are proposing that careful advance planning be done. 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 your Assistant City Manager to discuss the approach and schedule. She will obtain background information about the division managers and other information that you believe will be helpful context. Key tasks involved in preparing for the workshop include the following:

- *Prepare agenda.* Jan will prepare a draft agenda and review it with you and your Assistant City Manager. Possible topics were discussed at the executive team workshop and included:
 - Council goals and priorities;
 - City Manager's vision for the management team;
 - Executive team's expectations;
 - Sharing of strategies and tools;
 - Partnerships between departments; and
 - Budget outlook.

- *Coordinate logistics.* Jan will provide advice about room set up and other logistics to help ensure a smooth workshop.

- *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.

Activity 2 –Facilitate Workshop and Prepare Summary Report

The teambuilding workshop will be held from approximately noon until 5:00 p.m. The session will be designed in a way that encourages open dialogue among all managers. It will be interactive and engaging so all team members can fully participate and contribute to the discussions. The workshop may include teambuilding exercises to enable team members to become better acquainted, dialogue about ways the team can best ensure completion of the Council's priorities, and ways team members can support each other and the City Manager in carrying out their respective roles.

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 23 hours will be required for the project. We will complete the plan of work described above for a fixed fee of \$4,700, which includes our expenses.

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 (805-320-1702) if you have any questions.

Sincerely,



Andrew Belknap
Regional Vice President

Accepted for the City of Costa Mesa by:

Name: Janara S. Betouneau

Title: Assistant City Manager

Date: Sept. 6, 2017

