

RESOLUTION NO. 22 – 07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
APPROVING THE CONTRACT WITH MUNICIPAL RESOURCE GROUP, LLC TO PROVIDE
TECHNICAL SERVICES FOR SELECTION OF AND IMPLEMENTATION OF AN INDEPENDENT
IN-HOUSE FINANCE AND ACCOUNTING SYSTEM

WHEREAS, the West Contra Costa Integrated Waste Management Authority (“Authority”) requires Board of Directors approval for contracts greater than \$10,000;

WHEREAS, the Authority Board of Directors reviewed the Municipal Resources Group, LLC proposal at a public meeting held on April 14, 2022;

NOW, THEREFORE, the Board of Directors of the West Contra Costa Integrated Waste Management Authority resolve as follows:

The contract set forth in agenda item 8.1 as attachment 2 attached hereto is approved in the amount of Total Project Cost: \$20,000.

ATTEST:

CHAIR OF THE BOARD

Donald W. Sturman

Jun 1, 2022

Dan Romero

Jun 1, 2022

Dan Romero (Jun 1, 2022 17:17 PDT)

Donald W. Sturman, Board Secretary

Dan Romero

Date

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at its Special meeting on May 25, 2022 by the following vote:

AYES: Directors: Romero, Rudnick, McLaughlin, Tave, Pineda

NOES: Directors: _____

ABSENT: Directors: Bates, Willis

Donald W. Sturman

Donald W. Sturman, Board Secretary

Resolution 22-07 MRG Contract

Final Audit Report

2022-06-02

Created:	2022-06-01
By:	Lisa Borreani (coordinator@recyclemore.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYzebVFLMToHC3lyuapm7HuZa_Ju6Hxxv

"Resolution 22-07 MRG Contract" History

-  Document created by Lisa Borreani (coordinator@recyclemore.com)
2022-06-01 - 11:55:01 PM GMT
-  Document emailed to Donald Sturman (donalds@recyclemore.com) for signature
2022-06-01 - 11:56:20 PM GMT
-  Email viewed by Donald Sturman (donalds@recyclemore.com)
2022-06-01 - 11:57:58 PM GMT
-  Document e-signed by Donald Sturman (donalds@recyclemore.com)
Signature Date: 2022-06-01 - 11:58:26 PM GMT - Time Source: server
-  Document emailed to Dan Romero (danromero@ci.hercules.ca.us) for signature
2022-06-01 - 11:58:27 PM GMT
-  Email viewed by Dan Romero (danromero@ci.hercules.ca.us)
2022-06-02 - 0:16:54 AM GMT
-  Document e-signed by Dan Romero (danromero@ci.hercules.ca.us)
Signature Date: 2022-06-02 - 0:17:27 AM GMT - Time Source: server
-  Agreement completed.
2022-06-02 - 0:17:27 AM GMT

AGREEMENT FOR SERVICES

This Agreement is made and entered into this 25th day of May, 2022 by and between the **West Contra Costa Integrated Waste Management Authority** (hereinafter referred to as "RECYCLEMORE"), and **Municipal Resource Group, LLC** (hereinafter referred to as "CONSULTANT") (individually "Party" and collectively "the Parties").

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, RECYCLEMORE AND CONSULTANT agree as follows:

1. SCOPE OF SERVICES

CONSULTANT agrees to perform the services described in CONSULTANT'S February 22, 2022 proposal attached hereto as attachment 2 and incorporated herein by reference ("Services").

2. DELIVERABLES

CONSULTANT shall perform the Services within a 15 week or 90-day timeline commencing upon the execution of this Agreement in coordination between RECYCLEMORE and CONSULTANT.

3. RESPONSIBLE PERSONNEL AND DIRECTION

Mike Oliver will be charged with the completion of the CONSULTANT'S Services under this Agreement. CONSULTANT shall report to and receive direction from Donald Sturman, RECYCLEMORE Manager of Financial and Administrative Services. No person named in this Section, or his or her successor, shall be removed or replaced by CONSULTANT, nor shall his or her agreed-upon function hereunder be changed, without the prior written consent of RECYCLEMORE. Such consent shall not be unreasonably withheld.

4. COMPENSATION

CONSULTANT agrees to perform the Services delineated herein and agrees to furnish and pay for all materials, labor, equipment, and taxes which it incurs in providing the such Services, and RECYCLEMORE agrees to make payments for Services completed under the following terms:

A. **Fees.** The total amount payable by RECYCLEMORE to CONSULTANT shall not exceed \$20,000.

B. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by RECYCLEMORE of itemized invoices. Invoices shall be submitted no later than 45 calendar days after the performance of Services for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. CONSULTANT's final invoice must be submitted within 60-calendar days after acceptance of the CONSULTANT's Services by the Manager of Financial and Administrative Services. The final invoice must contain the final cost and all credits due to RECYCLEMORE.

C. No payment to CONSULTANT will be made prior to approval of

any work, nor for any services performed prior to approval execution of this Agreement.

5. TERM OF AGREEMENT

The term of this Agreement shall be from May 25, 2022 to August 25, 2022 unless earlier terminated or extended by contract amendment in accordance with Sections 6 and 17.

6. AMENDMENT

This Agreement may be amended, modified or changed by the Parties provided that modification or change is in writing and approved by the authorized representatives of the Parties.

7. OWNER OF DOCUMENT/PROPRIETARY INTEREST

All material, data, information, and written, graphic or other work produced specifically for RECYCLEMORE under this Agreement is subject to the unqualified and unconditional right of the RECYCLEMORE to use, reproduce, publish, display, and make derivative use of all such work, or any part of it, free of charge and in any manner and for any purpose; and to authorize others to do so.

A. Upon completion of all Services, ownership and title to all content developed specifically for RECYCLEMORE (herein "deliverables") will automatically be vested in the RECYCLEMORE; and no further agreement will be necessary to transfer ownership to RECYCLEMORE. The CONSULTANT shall furnish RECYCLEMORE all necessary copies of data needed to complete the review and approval process.

B. If any of the deliverables is subject to copyright, trademark, service mark, or patent, CONSULTANT now grants to RECYCLEMORE a perpetual, royalty-free, nonexclusive and irrevocable license to use, reproduce, publish, use in the creation of derivative works, and display and perform the work, or any part of it, and to grant to any third party a comparable and coextensive sublicense.

8. SUBCONTRACTORS

A. CONSULTANT may utilize professional subcontractors only as approved in writing by RECYCLEMORE prior to the start of work by the subcontractor.

B. CONSULTANT shall pay its subcontractors within seven (7) calendar days from receipt of each payment made to CONSULTANT by RECYCLEMORE.

C. All subcontracts entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement to be applicable to subcontractors.

9. ADDITIONAL SERVICES

In the event RECYCLEMORE desires to retain CONSULTANT for the performance of additional services in connection with this Agreement, specification of such additional services and compensation therefore shall be made only by written amendment to this Agreement in accordance with compensation rates to be negotiated at that time.

10. INDEPENDENT CONTRACTOR

A. Independent Contractor. At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of RECYCLEMORE. RECYCLEMORE shall have the right to control CONSULTANT only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Sections 3 and 8; however, otherwise RECYCLEMORE shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, CONSULTANT and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by RECYCLEMORE.

B. Consultant No Agent. Except as RECYCLEMORE may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of RECYCLEMORE in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement to bind RECYCLEMORE to any obligation whatsoever.

11. NONDISCRIMINATION

The CONSULTANT and its subconsultants shall not unlawfully discriminate, harass, or allow discrimination or harassment against any employee, applicant for employment, or subconsultant in any manner prohibited by Federal, State and local laws, including but not limited to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, genetic information of any person, race, color, sex, gender, religious creed, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), marital status, sexual orientation, age (over 40), veteran status, denial of family and medical care leave and denial of pregnancy disability leave, or any other non-merit factor unrelated to job duties.

12. CONSULTANT CONFLICT OF INTEREST

CONSULTANT will comply with all conflict-of-interest laws and regulations including, without limitation, RECYCLEMORE's Conflict of Interest Code (on file in RECYCLEMORE Clerk's Office). It is incumbent upon the CONSULTANT or CONSULTANT'S firm to notify RECYCLEMORE of any staff changes relating to this Agreement. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.

13. ASSIGNMENT

CONSULTANT shall not assign any interest in this Agreement, and shall not transfer any interest in the same without the prior written consent of RECYCLEMORE.

14. AGREEMENT BINDING

This Agreement is binding on the heirs, successors and assigns of the Parties

hereto.

15. APPLICABLE LAW AND ATTORNEY'S FEES

This Agreement shall be construed and enforced in accordance with the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provisions of the Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, court costs or any other costs as may be fixed by the court. Any action arising out of this Agreement shall be venued in the Superior Court of the State of California in and for the County of Contra Costa.

16. SEVERABILITY

If any one or more of the covenants and agreements or portions thereof shall be held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such covenant, or covenants, such agreement or agreements, or such portions thereof shall be null and void and shall be deemed severable from the remaining covenants and agreements or portions thereof, and shall in no way affect the validity or enforceability of the remaining portions of this Agreement.

17. TERMINATION

- A. RECYCLEMORE may terminate this Agreement at any time, without cause, by giving the CONSULTANT one (1) month (i.e., 30 calendar days) written notice of discontinuance and termination of Agreement.
- B. RECYCLEMORE may, at any time, at its discretion, abandon or suspend any portion of the Services. In the event of abandonment or suspension of Services for which professional services have been performed under this Agreement by CONSULTANT or in the event of the termination of this Agreement, the CONSULTANT shall immediately stop work on the project required by this Agreement, or shall stop work at the stage directed by RECYCLEMORE.
- C. In the event of Agreement termination, RECYCLEMORE shall pay CONSULTANT all sums then due and unpaid under the Agreement. Payment by RECYCLEMORE of such compensation shall be considered full and final settlement of all Services performed by the CONSULTANT under this Agreement.
- D. In the event of termination or expiration of this Agreement, those provisions which by their nature or effect are required or intended to be observed, kept or performed after termination including, without limitation, provisions related to payment, ownership of Deliverables and indemnification, will survive termination and remain binding upon the Parties.

18. INSURANCE AND INDEMNIFICATION

A. Insurance Requirements.

Before beginning any work under this Agreement, CONSULTANT, at its own cost and expense, unless otherwise specified below, shall procure the types

and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the Services hereunder by the CONSULTANT and its officers, agents, representatives, employees, volunteers and subcontractors. CONSULTANT shall maintain the insurance policies required by this section throughout the term of this Agreement. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

B. **Workers' Compensation.** CONSULTANT shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONSULTANT. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, CONSULTANT may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code.

C. **Commercial General and Automobile Liability Insurance.**

1. **General Requirements.** CONSULTANT, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

2. **Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto).

No endorsement shall be attached limiting the coverage.

D. **Professional Liability Insurance.** CONSULTANT, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS \$150,000 per claim.

E. **Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

1. The insurance shall cover on an occurrence or an accident basis,

and not on a claims-made basis.

2. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to RECYCLEMORE and its officers, employees, agents, and volunteers.
- F. **Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to RECYCLEMORE.
 - G. **Additional Insured; Primary Insurance.** A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies, with the exception of the Professional Liability Insurance, stating that RECYCLEMORE and its officers, employees, agents, and volunteers shall be covered as additional insureds. A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to RECYCLEMORE and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by RECYCLEMORE shall be called upon to contribute to a loss under the coverage.
 - H. **Variation.** RECYCLEMORE may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that RECYCLEMORE's interests are otherwise fully protected.
 - I. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current Best's rating of A: VII or better at time the Agreement is executed.
 - J. **Subcontractors as Insureds.** Since RECYCLEMORE has approved the use of subcontractors, CONSULTANT shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractor shall be subject to all of the requirements stated herein.
 - K. **Other Requirements.** All insurance policies certified for compliance with this Agreement shall include or provide by endorsement that (a) coverage provided by CONSULTANT's policies shall be primary coverage and no other insurance or self-insurance such as may be utilized by RECYCLEMORE shall contribute to a loss under the policies required by this Agreement and (b) RECYCLEMORE shall receive thirty (30) days prior written notice of a policy cancellation. In the event any change is made in the insurance carrier, policies or nature of coverage required under this Agreement, CONSULTANT shall be required to notify RECYCLEMORE prior to making such changes.
 - L. **Certificates.** CONSULTANT shall, within fifteen (15) calendar days of the date first written above, deliver to RECYCLEMORE certificates of insurance and original endorsements affecting the coverage required by this Agreement, signed by a person authorized by the insurer to bind coverage

on its behalf, verifying the insurance coverage required by this Agreement.

- M. **Premiums.** Premiums for any insurance coverage shall be paid by CONSULTANT and shall not be billed as a CONSULTANT Services or subcontractor charge under this Agreement.
- N. **Failure to Obtain Insurance.** If CONSULTANT or CONSULTANT's subcontractor fail to procure and maintain any insurance required by this Agreement, RECYCLEMORE may take out and maintain, at CONSULTANT's expense, such insurance as other contractors with similar contracts have for comparable jurisdictions, they may deem proper and deduct the cost thereof from any monies due CONSULTANT, or bill CONSULTANT accordingly.

19. INDEMNIFICATION

CONSULTANT shall indemnify, hold harmless and assume the defense of with counsel reasonably acceptable to RECYCLEMORE, in any actions at law or in equity or in any administrative proceeding, the RECYCLEMORE, its Member Agencies, their officers, employees, agents and elective and appointive boards, from all claims, fines, losses, including costs and attorneys' fees, damage, including property damage, personal injury, including death, and liability of every kind, nature and description, arising out of the sole or active negligence, errors or omissions, or the willful misconduct of CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT, directly or indirectly related to the provision of any Services provided hereunder, but not including the sole or active negligence, or the willful misconduct of the RECYCLEMORE.

RECYCLEMORE agrees to indemnify, hold harmless and assume the defense of with counsel reasonably acceptable to CONSULTANT (and its officers, employees, and agents) from all claims, fines, losses, including costs and attorneys' fees, damage, including property damage, personal injury, including death, and liability of every kind, nature and description, arising out of the sole or active negligence, , or the willful misconduct of RECYCLEMORE or any person directly or indirectly employed by or acting as agent for RECYCLEMORE, directly or indirectly related to the use of any Services provided hereunder, but not including the sole or active negligence, or the willful misconduct of the CONSULTANT.

However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt RECYCLEMORE from its own fraud, willful injury to the person or property of another, or violation of law.

This Section 19 shall survive termination of the Agreement.

20. MISCELLANEOUS PROVISIONS

- A. Except for the duty to make payments hereunder when due, if either Party is prevented from carrying out its obligations under this Agreement by fire, flood, act of God, terrorism, war (declared or undeclared), boycott, lock out,

war, labor or civil disturbance, public disaster, or any other cause beyond such Party's reasonable control, then such Party's performance shall be excused during the period of such events and for a reasonable period of recovery thereafter, and the time for performance of such obligations shall be automatically extended for a period of time equal to the duration of such events; provided, however, that the Party claiming force majeure shall promptly notify the other Party of the existence of such force majeure, shall use all commercially reasonable efforts to avoid or remedy such force majeure and shall continue performance hereunder with the utmost dispatch whenever such force majeure is avoided and remedied. When such circumstances arise, the Parties shall discuss what, if any, modification of the terms of this Agreement may be required in order to arrive at an equitable solution.

- B. In the event any provisions of this Agreement shall be held to be invalid and unenforceable; the remaining provisions shall be valid and binding upon the parties. One or more waivers by either Party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other Party.
- C. This Agreement constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the Parties except as expressed in said document. It is not the intent of the Parties to this Agreement to form a partnership or joint venture.
- D. Where the terms and conditions of this Agreement and any attachments or exhibits hereto conflict, the Parties expressly agree that the terms and conditions of this contract shall prevail and preside.
- E. The CONSULTANT and any subcontractors shall obtain and maintain valid Business Licenses during the term of this Agreement and provide proof upon request.

21. ATTACHMENTS

Attachment 2 – Proposal to Provide Technical Services for Selection of an Alternative System and Conversion of the Agency's Financial Accounting Systems to an In-House Independent System.

IN WITNESS WHEREOF, RECYCLEMORE AND CONSULTANT have caused their authorized representatives to execute this Agreement.

RECYCLEMORE

By:



Peter Holtzclaw

RECYCLEMORE Executive Director

CONSULTANT

By:



Mike Oliver

MRG President



**Proposal to Provide Technical Services for Selection of an Alternative
System and Conversion of the Agency's
Financial Accounting Systems to an In-House
Independent System**



**MUNICIPAL RESOURCE GROUP, LLC
P.O. Box 561
Wilton, CA 95693
510-915-4376**



February 22, 2022

Peter Holtzclaw
Executive Director
Recyclemore—West Contra Costa Integrated Waste Management Authority
3220 Blume Drive - Suite 198
Richmond, CA

Dear Mr. Holtzclaw,

Municipal Resource Group is pleased to provide this proposal to provide technical services associated with the Agency converting its current accounting system from an external supplier to an in-house staff managed system.

As you know Municipal Resource Group was founded by broadly experienced municipal professionals. Our consultants have many years of combined hands-on experience working as municipal managers and consultants, providing essential services, insights and support to local governments.

We are pleased to be able to submit our proposal using one of Municipal Resource Group's consultants to conduct these activities. Getachew Demeku-Ousman has extensive technical expertise in selection, installation and operation of accounting software for public agencies. Mr. Demeku-Ousman recently provided these services to the Rodeo Hercules Fire District.

We look forward to the opportunity to work with you on this exciting project.

Sincerely,

Mike Oliver, President
Municipal Resource Group, LLC

**Proposal to Provide Technical Services for Selection of an Alternative System and Conversion
of the Agency's
Financial Accounting Systems to an In-House
Independent System**

Project Background

The West Contra Costa Integrated Waste Management Authority (Recyclemore) has requested Municipal Resource Group provide technical services to the District to facilitate its selection, purchase, installation and operation of an independent Agency controlled and managed accounting system. The engagement involves Getachew Demekou-Ousman researching available independent accounting systems, recommending a preferred choice that meets the Agency's requirements, managing the installation of the system, designing a chart of accounts, specifying the Agency's migration process, insuring the conversion is complete, testing the reporting module and ensuring the accounting software is linked to and functions with the Agency's banking provider.

Portions of the work will be completed at the Agency offices and portions on a remote basis. The engagement will require one MRG consultant who will be managed by an MRG principal.

Project Description

Currently, the West Contra Costa Integrated Waste Management Authority (WCCIWMA) contracts with the City of San Pablo for bookkeeping and accounting services and managing its cash investments. The Authority is planning to transition its accounting services from the City of San Pablo to in-house to manage its own financial affairs. To that end, WCCIWMA is amending its existing contract with MRG to provide a professional consulting service to select an accounting software that is appropriate to the size of the agency and economically sound. This engagement is a stand-alone project which will require development of a timeline and delivery date.

The project components required include:

1. Selection of the appropriate accounting software that meets the Authority's needs.
2. Analysis of the current City of San Pablo's system by conducting a thorough review of the nature of the Authority's current business requirements and processes, identification of the Agency's current operations and make findings and recommendations for improvements and refinement of the current operations.
3. Based on the analysis above, MRG will design a chart of accounts for the accounting system that is relevant to the Authority business and reporting requirements.

4. MRG will manage the data migration from the previous system, testing and verifying the data accuracy.
5. MRG will test the financial reporting module to ensure it works properly and meets the Authority's needs.
6. Review the software and ensure it is linked to the appropriate Agency bank accounts and verify the efficacy and accuracy of the interactions.

Consultants Assigned to this Project

Municipal Resource Group is proposing an experienced professional to conduct this project for the West Contra Costa Integrated Waste Management Authority:

- *Getachew Demeku-Ousman* has extensive private sector consulting experience. He has successfully completed similar projects for both public and private sector clients.
- *Mike Oliver*, MRG principal managing the project.

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.

Project Cost

The total project budget of \$20,000 is comprised of the following tasks:

Task 1	\$3,000
Task 2	\$3,750
Task 3	\$3,000
Task 4	\$5,750
Task 5	\$2,250
Task 6	\$2,000
Mileage/Misc.	<u>\$ 250</u>
Total Project Cost:	\$20,000

The current Municipal Resource Group hourly rates for these consultants are:

Mike Oliver	\$250.00
Getachew Demeku-Ousman	\$160.00

Billable monthly based on a percentage of the project completed, plus authorized reimbursable expenses.

Getachew Demeku-Ousman – Finance & Management Services

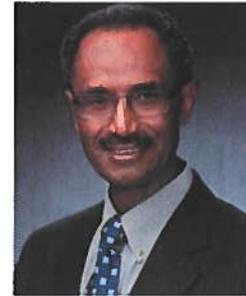
MUNICIPAL RESOURCE GROUP, LLC

Telephone: (707) 980-3314

gdemeku@solutions-mrg.com

Getachew Demeku provides advice and counseling to local government agencies in the areas of Finance and Management services. Getachew has over 20 years of experience in accounting, budgeting and financial management.

During the past eight years, Getachew has acted as an independent consultant providing services to municipalities in the Bay Area. He assists agencies in the development, implementation and management of accounting policies and procedures. Getachew has often assisted clients in internal audits, management of complex projects and advising Managing Directors and Finance Directors on financial matters.



Getachew has served as Senior Budget Analyst for Berkeley Unified School District, and Senior Management Analyst for the City of Lathrop. He has also accumulated several years of experience in managerial positions in Fortune 500 companies such as Baxter Healthcare Corporation (Novcor) Ameritech Corporation and Sims Metal America.

In addition to his significant practical experience with major clients, Getachew has been an Accounting and Finance Instructor at University of Phoenix. Getachew earned double-major undergraduate degrees in Economics and Commerce from the University of Toronto, and an MBA from the University of Phoenix, specializing in Business Administration.