



February 21, 2018

Mr. Barry Burton
County Administrator
Lake County
18 N. County Street
Waukegan, IL 60085

Dear Mr. Burton:

Thank you for the opportunity to provide this proposal to continue our work with the Lake County Commission on Governance and Accountability by facilitating the Government Reform Implementation Committee. We trust that our familiarity with the Commission's report and research will be valuable in helping the committee take steps to bring the recommendations to life.

Management Partners can provide support by preparing for meetings, obtaining speakers, conducting research, and facilitating discussions. Unlike our work for the Commission, however, we understand that meeting minutes and communications will be handled by County staff. The most efficient way to undertake this effort will be through a continuation of the partnership agreement that will remain in effect from April through December 2018. We recommend adding 30 units, which will provide some cushion should additional assistance be required.

Each unit represents a portion of the work roughly equivalent to 15 hours of work by project principals, or 20 hours for support staff, or any combination thereof, and any travel expenses (including air fare, car rental, hotel) for meeting attendance.

Our Team

We have a strong project team that is already familiar with the needs for this work, as each has assisted with the previous project. Kevin Knutson will serve as project director and will oversee the substantive work of the project, including facilitating all meetings. Susan Hoyt and Sam Lieberman will provide meeting support, research, writing, and presentation development. Brief qualifications of each team member are provided below.

Kevin Knutson is Regional Vice President for Management Partners' eastern office in Cincinnati, Ohio. Kevin has more than 20 years of experience in local government, including ten years in strategic planning, budget, performance measurement, and process improvement and six years in community relations, communications, and citizen engagement. He is recognized as

a national expert in local government performance management, long-term financial planning, and communications. He was part of a team that implemented quality management practices in Coral Springs, Florida that led to the City being the first local government to earn the Malcolm Baldrige National Quality Award. Kevin served as interim city manager, assistant city manager, director of the office of management and budget, and director of community relations in Reno, Nevada; and as director of communications and marketing and budget and strategic planning manager for Coral Springs, Florida. He has earned the designation of Credentialed Manager from ICMA and was named the City-County Communications and Marketing Association's 2011 Communicator of the Year.

Susan Hoyt, Special Advisor, has 30 years of experience in local government management and planning. She served as the city administrator for the City of Lake Elmo, Minnesota; City of Northfield, Minnesota; Falcon Heights, Minnesota; as the physical development director for Dakota County, Minnesota; and as a city planner for La Crosse, Wisconsin and Winona, Minnesota. She most recently was the community engagement project manager for Corridors of Opportunity with the Metropolitan Council of the Twin Cities. In that role, she facilitated conversations between elected officials, staff, and the public, for regional projects such as the Southwest Light Rail Transit Corridor, the Bottineau Corridor, and Central, Robert Street and Gateway projects. As a city administrator, Susan's accomplishments included streamlining the land use and permit review processes; redesigning commercial zoning codes to expedite development and redevelopment projects; and facilitating the development of a 1,000-acre mixed use project.

Sam Lieberman, Senior Management Advisor, is responsible for conducting complex financial and operational analyses to support many different types of clients including organization reviews, process improvement studies, service sharing projects, and financial planning and budgeting studies. He has helped facilitate strategic planning and process improvement workshops, developed and analyzed strategic planning community input surveys, conducted research and analyses, assisted in the development of performance measurement systems, and directed benchmarking research. He also collects, analyzes, and reports data for the annual Southwest Ohio Fire Benchmarking Project. Recent clients whom he has served include Hartford, Mansfield, and New Haven, Connecticut; Kenton County and Florence, Kentucky; Kansas City, Missouri; DeKalb County, Georgia; Pinellas County and Largo, Florida; Phoenix, Arizona; and Hamilton County, Fairfield, Mason, Montgomery, and Westerville, Ohio.

Please let me know if we can provide any additional information.

Sincerely,



Gerald E. Newfarmer
President and CEO



AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2018, by and between Lake County, Illinois, a municipal corporation (hereinafter referred to as "County"), and Management Partners, Inc., (hereinafter referred to as "Partners").

RECITALS

WHEREAS, County is desirous of improving the efficiency and effectiveness of its operations, and

WHEREAS, County is, from time to time, in need of professional staff assistance, and

WHEREAS, Partners has unique knowledge of county governments, and a demonstrated ability to assist in accomplishing the objectives of County; and

WHEREAS, County desires to engage Partners to render certain management and analytical services in connection therewith and Partners is willing to provide such services, and

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. **Scope of services.** Partners shall perform management support services (hereinafter referred to as the "services") in a satisfactory and proper manner in accordance with direction provided by the County Administrator, or his designee.

Partners will prepare a Project Plan for each project identified for completion under this agreement, setting forth the details of the planned project including the key work elements and timelines and the time of completion. The scope of work will identify the number of units of service that will be required for completion (a unit of service being defined as \$2,500 of consulting assistance, including fees and expenses) as well as the individuals Partners will assign to the project. Work will begin on individual projects so developed only with the advance approval of the County and must be performed to the County's satisfaction.

2. **Time of Performance.** Services of Partners shall be available upon receipt of an approved copy of this Agreement and shall be undertaken and completed in accordance with individual project plans of work as to assure their completion in a time frame consistent with the purposes of this Agreement.

3. **Compensation and Method of Payment.** Work is hereby authorized for up to thirty units of service, as provided in individual project plans of work approved by the County Manager. Partners will invoice County for services rendered as work on approved projects is



completed. On small projects (those of two units or less), payment will be made upon completion of the full project. For larger projects partial payment will be made, consistent with the progress of work on the project. The total amount of payment in accordance with this agreement shall not exceed \$75,000.

4. **Independent Partners.** Neither Partners nor its employees are considered to be employees of County, for any purpose whatsoever. Partners is an independent contractor in the performance of the services herein described.

5. **Personnel.** Partners represents that it has, or will secure at its own expense, all personnel required in performing all of the services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with County. All the services required hereunder will be performed by Partners or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

6. **Discrimination Prohibited.** In performing the services required hereunder, Partners shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, sexual orientation, age, physical handicap, or disability as defined in the American with Disabilities Act of 1990, as now enacted or hereafter amended.

7. **Reports and Information.** At such times and in such forms as County may require, there shall be furnished to County such statements, records, reports, data and information, as County may request pertaining to matters covered by this Agreement. Unless authorized by County, Partners will not release any information concerning the project, including any reports or other documents prepared pursuant to this Agreement, until such release is authorized by County.

8. **Establishment and Maintenance of Records.** Records shall be maintained by Partners in accordance with applicable law and requirements prescribed by County with respect to all matters covered by this Agreement. Except as otherwise authorized by County, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement.

9. **Assignability.** Partners shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of County thereto.

10. **Termination for Convenience of County.** County may terminate this Agreement at any time by giving at least fifteen (15) days' notice in writing to Partners. If Partners is terminated by County as provided herein, Partners will be paid for the services actually performed to the time of termination.



11. **Construction and Severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

12. **Entire Agreement.** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

13. **Applicable Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois, and the laws, rules and regulations of the County of Lake.

IN WITNESS WHEREOF, County and Partners have executed this Agreement as of the date first above written.

Lake County, Illinois

Management Partners, Inc.

(signature)

Gerald E. Newfarmer, President and CEO

Title

Date

