

John McDonough and John Kachmar

Engagement Letter and Brief Work Overview

For the City of Peachtree Corners

This document shall serve as an engagement letter and a summary of work proposed for the newly created City of Peachtree Corners. This document shall be expanded by a work schedule to be approved by the city for specific work items. Work to be performed by Misters McDonough and Kachmar shall fall into two distinct categories. First, McDonough and Kachmar shall engage in an executive search activity for the position of City Manager. The product will include all written materials (i.e. job ad, compensation and benefits review and summary, work descriptions/brochures, etc.), recruitment activities, strategic ad placement, resume reviews and sorting, pre-interviews phone and reference work, and interview structuring formats and materials. The fixed fee for this work product will be \$15,000. The City will be responsible for any travel or lodging costs associated with search, if needed.

Second, consulting services to be rendered by McDonough and Kachmar will be at an hourly fee of \$110. Reimbursable expenses will be made at standard business rates. Once again, a specific work schedule (pre-approved by the City) will outline work activities and timing. It is anticipated that the following work activities will be among the products engaged in by Misters McDonough and Kachmar;

1. Revenue Forecast for the City's first year of operations
2. Creation and Overview of a Functional Governance System (multiple models)
3. Service Delivery overviews/models based on funding outcomes
4. Basic Policies and procedures drafting
5. Staffing Patterns (basic work descriptions, selection procedures, personnel policies)
6. Outsourcing Activities (including RFP drafting, potential contract activities/procedures)
7. Assistance in developing and writing strategic plan with facilitator
8. Development of initial Communications Plan
9. Assistance in Work Space creation
10. Assistance in Citizen Participation Survey

It is assumed that the City of Peachtree Corners may add or subtract items from this brief work summary through creation of the work schedule.

We look forward to a creative, cost effective, and performance focused outcome with the Mayor and Council of Peachtree Corners over the next few but important months of the City's birth.

John Kachmar

For the City Of Peachtree
Corners

John McDonough

Title

Date

Date