



July 13, 2005

Mr. Ben Tolson
Mayor
City of Sultan
PO Box 1199
Sultan, WA 98294

Dear Mayor Tolson,

Thank you for your confidence in the Prothman Company. Per our discussion, please find below the scope of work to be performed regarding the management review of all City Departments. If the scope of work is acceptable, would you please sign and return a copy to our office.

Scope of Work	Hours
STUDY PREPARATION	
* Meet with the Mayor to establish study criteria and identify study goal and outcomes	3
* Develop study criteria and outcomes	4
* Meet with the Mayor review, modifies as need and approve study criteria and desired outcomes	2
Total	9
ADMINISTRATION	
<i>(Mayor, City Administrator, City Clerk)</i>	
Preparation	
* Compiling List and requesting HR documents	1.5
* Reviewing documents	2
* Requesting / retrieving follow up documents	2
* Researching / drafting questions for interviewees	2
* Scheduling interviews	1.5
* Progress reports to Mayor	1
* Internal Meetings / Communications	4
Interviews	
* Conducting interviews	6
* Follow up interviews	2.5
* Progress reports to Mayor	2
Conclusions & Recommendations	
* Compiling responses	6
* Internal Meetings / Communications	4
* Writing report	8

* Presenting report to Mayor	1
* Presenting to City Council	1
Total	44.5

PLANNING DEPARTMENT

Preparation

* Compiling and requesting HR documents	1.5
* Reviewing documents	2
* Requesting / retrieving follow up documents	2
* Researching / drafting questions for interviewees	2
* Scheduling interviews	1.5
* Progress reports to Mayor	1
* Internal Meetings / Communications	4

Interviews

* Conducting interviews	4
* Follow up interviews	2.5
* Reporting to Mayor on progress	2

Conclusions & Recommendations

* Compiling responses	4
* Internal Meetings / Communications	4
* Writing report	8
* Presenting report to Mayor	1
* Presenting to City Council	1
Total	40.5

PUBLIC WORKS DEPARTMENT

Preparation

* Compiling and requesting HR documents	1.5
* Reviewing documents	2
* Requesting / retrieving follow up documents	2
* Researching / drafting questions for interviewees	2
* Scheduling interviews	1.5
* Progress reports to Mayor	2
* Internal Meetings / Communications	4

Interviews

* Conducting interviews	8
* Follow up interviews	2.5
* Reporting to Mayor on progress	1

Conclusions & Recommendations

* Compiling responses	6
* Internal Meetings / Communications	4
* Writing report	8
* Presenting report to Mayor	1
* Presenting to City Council	1
Total	45.5

POLICE DEPARTMENT

Preparation

* Compiling and requesting HR documents	1.5
* Reviewing documents	4
* Requesting / retrieving follow up documents	4
* Researching / drafting questions for interviewees	4

* Scheduling interviews	2.5
* Progress reports to Mayor	1
* Internal Meetings / Communications	4
Interviews	
* Conducting interviews	8
* Follow up interviews	4
* Reporting to Mayor on progress	2
Conclusions & Recommendations	
* Compiling responses	8
* Internal Meetings / Communications	4
* Writing report	12
* Presenting report to Mayor	1
* Presenting to City Council	1
Total	60

BUILDING DEPARTMENT

Preparation	
* Compiling and requesting HR documents	1.5
* Reviewing documents	2
* Requesting / retrieving follow up documents	2
* Researching / drafting questions for interviewees	2
* Scheduling interviews	1.5
* Progress reports to Mayor	1
* Internal Meetings / Communications	4
Interviews	
* Conducting interviews	3
* Follow up interviews	2
* Reporting to Mayor on progress	3
Conclusions & Recommendations	
* Compiling responses	4
* Internal Meetings / Communications	4
* Writing report	6
* Presenting report to Mayor	1
* Presenting to City Council	1
Total	38

FINAL REPORT

* Writing report	12
* Presenting report to Mayor	2
* Presenting to City Council	2
Total	16

Grand Hour Total 253.5
Total Hourly Cost @ \$80 per Hour \$20,280

Professional Fees & Expenses

The professional fee to conduct the above scope of work is \$20,280. Expense shall not exceed \$1,000. Direct expenses include:

- Facsimile and delivery expenses.
- Printing of documents and materials.
- Consultant travel and related expenses, mileage is billed at \$.45 per mile.
- Any client required licenses, fees or taxes

Professional fees are due monthly for hour worked with final payment upon delivery of the final report. Expenses are billed monthly. The City of Sultan retains the right to cancel the project at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted By:

CITY OF SULTAN

PROTHMAN COMPANY

Ben Tolson Date
Mayor

Greg Prothman Date
President