AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND SHAWN SPANO, COMMUNICATION CONSULTANT (in the
amount $5,000 or less)

THIS AGREEMENT made and entered into at Menlo Park, California, this twenty-sixth day of April,
2016, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as
"CITY", and Shawn Spano, Communication Consultant, hereinafter referred to as "FIRST PARTY."

It is agreed between the CITY and FIRST PARTY as follows:

1. SERVICES TO BE PERFORMED BY FIRST PARTY

In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY
agrees to perform all the services for the City of Menlo Park as set forth in Exhibit "A", Scope of Services,
attached hereto.

2. AGREEMENT TERM

The term of this agreement shall be from April 25, 2016 to December 31, 2016 unless mutually agreed
upon by CITY and FIRST PARTY in writing.

3. COMPENSATION AND PAYMENT

In consideration of the services rendered in accordance with all terms, conditions and specifications set
forth herein and in Exhibit "A," CITY shall make payment to FIRST PARTY in the manner specified herein
and in Exhibit "A." This compensation shall be based on the rates described in Exhibit "A". Payments
shall be monthly for the invoice amount or such other amount as approved by CITY. CITY shall have the
discretion to approve the invoice and the work competed statement. CITY shall have the right to receive,
upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform
an audit of the FIRST PARTY's relevant records pertaining to the charges. In the event that the CITY
makes any advance payments, FIRST PARTY agrees to refund any amounts in excess of the amount
owed by the CITY at the time of agreement termination. CITY reserves the right to withhold payment if
the CITY determines that the quantity or quality of the work performed is unacceptable. In no event shall
total payment for all services under this agreement exceed $5,000 unless mutually agreed upon in writing
by the CITY and FIRST PARTY.

4. RELATIONSHIP OF THE PARTIES

FIRST PARTY agrees and understands that the work/services performed under this agreement are
performed as an Independent Contractor and not as an employee of the City of Menlo Park and that
FIRST PARTY acquires none of the rights, privileges, powers or advantages of City employees.
5. INSURANCE AND INDEMNITY

1. General Liability Insurance:
   FIRST PARTY, at its own expense, shall provide and keep in force, commercial general liability insurance insuring against liability for bodily injury and property damage arising out of its work in an amount of not less than One Million Dollars ($1,000,000) for injury to, or death of one person in any one accident or occurrence, and in an amount of not less than One Million Dollars ($1,000,000) for injury to, or death of more than one person in any one accident or occurrence, and in the amount of not less than One Million Dollars ($1,000,000) per occurrence in respect to damage to property. CITY shall be named as an additional insured on Contractor's commercial general liability insurance policy FIRST PARTY shall provide CITY with a certificate of insurance coverage evidencing said coverage, including a copy of all declarations of exclusions, prior to commencing work.

2. Automobile Liability Insurance:
The FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this Agreement in an amount of not less than One Million Dollars ($1,000,000) for each occurrence combined single limit or not less than One Million Dollars ($1,000,000) for any one (1) person, and one million dollars ($1,000,000) for any one (1) accident, and three hundred thousand dollars, ($300,000) property damage. To the full extent permitted by law FIRST PARTY agrees to defend, indemnify and hold CITY, its employees, agents, officials, and officers, harmless from any and all claims, liability for damages caused by contractor's negligent performance of services under this Agreement.

3. Professional Liability Insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this Agreement, in the amount of not less than One Million Dollars ($1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

6. NON-ASSIGNABILITY

FIRST PARTY shall not assign this Agreement or any portion thereof to a third party without the prior written consent of CITY, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement.

7. TERMINATION OF AGREEMENT

The CITY may, at any time, terminate this Agreement, in whole or in part, for the convenience of CITY, by giving written notice specifying the effective date and scope of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereinafter referred to as materials) prepared by FIRST PARTY under this Agreement shall become the property of the CITY upon FIRST PARTY’S receipt of final payment and shall be promptly delivered to the CITY. Upon termination, the FIRST PARTY may make and retain a copy of such materials. FIRST PARTY shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

8. WORKER’S COMPENSATION INSURANCE

FIRST PARTY agrees and understands that the CITY does not provide Worker’s Compensation Insurance to, or on behalf of, the FIRST PARTY for the work/services performed, but that said insurance is the sole responsibility of the undersigned.

9. PAYMENT OF PERMITS/LICENSES

FIRST PARTY shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
10. NON-DISCRIMINATION

No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this Agreement on account of their race, sex, color, national origin, religion, age, or disability. FIRST PARTY shall ensure full equal employment opportunity for all employees under this Agreement.

11. RETENTION OF RECORDS

FIRST PARTY shall maintain all required records for three years after the CITY makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the CITY, a federal agency, and the State of California.

12. MERGER CLAUSE

This Agreement, including Exhibit “A” attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document’s date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the CITY. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit “A” attached hereto, the terms, conditions, or specifications set forth herein shall prevail.

This Agreement is not valid until signed by both parties.

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<thead>
<tr>
<th>FIRST PARTY:</th>
<th>4/29/2016</th>
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<tbody>
<tr>
<td>Shawn Spano</td>
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<tr>
<td>Name</td>
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<td>555-08-3376</td>
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<td>Tax ID#</td>
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<td>APPROVED AS TO FORM:</td>
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<td>William L. McClure, City Attorney</td>
<td>5/4/16</td>
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<tr>
<th>CITY OF MENLO PARK:</th>
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<tbody>
<tr>
<td>Chip Taylor</td>
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<tr>
<td>Name</td>
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<td>ATTEST:</td>
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<td>Pamela Aguilar, City Clerk, City of Menlo Park</td>
<td>5-9-16</td>
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April 25, 2016

To: Nicole Mariano
City of Menlo Park

Fr: Shawn Spano,
Communication Consultant

Re: Proposal for Management Team Retreat

Thank you for the opportunity to submit a proposal for the extended Management Team meeting, scheduled for June 23, 2016. Included below is the scope of work and the estimated costs, which are based on my standard fee with the City: $200 per hour for planning meetings and preparation of materials, and $250 per hour for onsite, meeting facilitation.

Management Team Retreat
- Planning meetings: 2 hours ($200 per hour)
- Materials preparation: 4 hours ($200 per hour)
- Pre-retreat session: 1 hour ($250 per hour)
- Retreat facilitation: 7 hours ($250 per hour)
- Written retreat notes: 2 hours ($200 per hour)
- Debrief meeting: 1 hour ($200 per hour)

Estimated Cost
9 hours at $200 = $1,800
7 hours @ $250 = $1,750
Sub-total = $3,550

Credit (from September 2015)
1 hour at $200 = -$200

Total = $3,350

Contact Information
Address: 1555 Wawona Drive
San Jose, CA 95125
Phone: 408-531-5017
Email: espano@paebell.net