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October 14, 2015

Altamont Community Monitor Committee  
 c/o City of Livermore

**Subject:** Continued Service of Kelly Runyon as Community Monitor

Dear Committee Members:

Kelly Runyon will be retiring from ESA as of December 31, 2015. He is interested in continuing to serve as the Community Monitor through 2016, the duration of your contract with ESA for those services; and ESA is interested in having him do so. His duties and level of effort would be the same as they have been in 2014 and 2015.

With the Committee's approval, ESA will contract with Mr. Runyon to continue to provide those services. I or another ESA employee will serve as ESA's Contract Manager and will take over Mr. Runyon's administrative responsibilities that relate to the Community Monitor contract.

ESA values our relationship with the Committee and will make our best effort to provide a seamless transition. Neither the Committee members nor City staff should notice any difference between the quality of services provided in 2015 and 2016.

The Scope of Work in your contract with ESA identifies ESA as your prime contractor and Langan, Inc. as ESA's subcontractor. By signing below, the Community Monitor Committee indicates its consent to add Mr. Runyon as a subcontractor for the Community Monitor work.

Thank you for your attention to this matter.

Sincerely,

Jeff Caton, Director  
 ESA Sustainable Communities Group

Community Monitor Committee Members:

\_\_\_\_\_  
 Laureen Turner, Chairperson

10/26/15  
 Date

\_\_\_\_\_  
 Jerry Pentin

10/14/15  
 Date

\_\_\_\_\_  
 Donna Cabanne

10/14/15  
 Date

\_\_\_\_\_  
 David Tam

14 Oct 15  
 Date