

35299

AGREEMENT FOR LEGAL SERVICES

(NON-LITIGATION)

THIS AGREEMENT FOR LEGAL SERVICES is made and entered, in duplicate, as of July 1, 2019, for reference purposes only, by and between ATKINSON, ANDELSON, LOYA, RUUD & ROMO ("Special Counsel") and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, the City Attorney has identified a need for the legal services of Special Counsel and Special Counsel is willing and able to perform those services; and

WHEREAS, the City and Special Counsel must cooperate to deliver quality legal services in an efficient manner and desire to follow the parameters of this Agreement toward that end;

WHEREAS, Purchase Order No. BPLW19000003 was issued for Legal Services with Special Counsel in an initial amount not-to-exceed \$200,000; and

WHEREAS, an Agreement for Legal Services is necessary to increase the amount by \$200,000;

NOW THEREFORE, in consideration of the mutual terms and conditions contained herein, the parties agree as follows:

1. SCOPE OF SERVICES. Special Counsel shall perform all legal services necessary and appropriate to the Matter for which Special Counsel has been engaged, namely: Employment Investigations (the "Services" or the "Matter"). The City has engaged Special Counsel because Special Counsel is uniquely qualified in the area of law required.

2. ENGAGEMENT OF OTHER COUNSEL, SPECIALISTS, EXPERTS AND COURT REPORTERS.

A. Because the City has engaged Special Counsel due to its expertise and reputation, Special Counsel and the City Attorney or designee will agree on a staffing profile that identifies the partners, associates, and paralegals who are authorized to work on the Matter, including their respective billing rates, which will be attached as

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 Addendum subsequent to execution of this Agreement. Individuals whose names are not
2 included in the staffing profile may not work on the Matter without the prior approval of the
3 City Attorney, or designee. The City reserves the right to refuse to pay for work performed
4 by any individual whose name is not listed or who has not received such prior approval, or
5 whose rate has not been approved.

6 B. Special Counsel shall not select, hire or otherwise incur any
7 obligation to pay other counsel, specialists, consultants, or experts for services in
8 connection with the Matter without the prior written approval of the City Attorney or
9 designee. The City reserves the right to refuse to pay for work performed by any individual
10 or firm.

11 C. Special Counsel shall use court reporters from the City
12 Attorney's approved list, and shall bill their services at the City's negotiated rates.

13 3. FEE. City shall pay to Special Counsel in due course of payments
14 compensation at the hourly rates identified in the staffing profile and reimbursement of
15 costs as further described herein and in the "Guidelines" also attached hereto, not to
16 exceed Four Hundred Thousand Dollars (\$400,000), unless otherwise agreed by the
17 parties in writing.

18 4. 75% CONTRACT AMOUNT NOTICE. The City will not pay Special
19 Counsel for any fees incurred in excess of the total amount allotted to this Agreement,
20 which is set forth as the "not-to-exceed" amount shown in Section 3 of this Agreement.
21 Special Counsel shall provide thirty (30) days advance written notice to the City Attorney
22 whenever it has reason to believe that fees it expects to incur under this Agreement, when
23 added to all fees and costs previously incurred, will approach exceeding seventy-five
24 percent (75%) of the total not-to-exceed amount. The notice shall state the estimated
25 amount of and the reasons why, additional funds are required to continue performance
26 under the Agreement.

27 5. BILLING.

28 A. Special Counsel shall keep a record of time spent on the matter

1 in increments of one-tenth (.1) of an hour.

2 B. Each task shall be distinctly and completely identified; the City
3 will not pay invoices which contain block billing. The billing entry must contain the name
4 or initials of the individual performing the task, the nature of the task, the date it was
5 performed, and the length of time it took.

6 C. The City will not pay for the use of attorneys and paralegals to
7 perform Services which are secretarial or administrative.

8 D. The City reserves the right to audit all invoices. The City will
9 not pay for costs incurred by Special Counsel in preparing an invoice, correcting it, or
10 resubmitting it.

11 E. Special Counsel shall submit invoices no later than the fifteenth
12 (15th) day of the month following the month in which Services were performed and actual
13 costs incurred. If Special Counsel submits invoices after said date, then the invoice(s) may
14 be subject to a discount of ten percent (10%) for each month or portion thereof that the
15 invoice is not timely submitted.

16 6. COSTS. The City will reimburse Special Counsel for the reasonable
17 costs incurred by Special Counsel as a result of its representation of the City in the Matter,
18 in accordance with the Guidelines. Costs shall be actual, without the addition of
19 administrative or overhead charges, and must be documented. The City will not pay for
20 costs that do not contain supporting documentation satisfactory to the City Attorney, or
21 designee.

22 7. WRITTEN BUDGET.

23 A. Within thirty (30) days of commencing work, Special Counsel
24 shall submit a written budget estimating the total fees and costs expected to be incurred
25 by the City in connection with pursuing the Matter to full completion. The budget shall reflect
26 major assumptions, identify specific work phases and provide an estimate of the cost of
27 each phase. The budget shall be reviewed quarterly by Special Counsel unless intervening
28 events necessitate earlier review or as otherwise directed by the City Attorney or designee.

1 B. Any updated or revised budget shall point out and explain each
2 material modification or change from previous budgets.

3 C. In addition to the foregoing and any other requirements set forth
4 in this Agreement, the City Attorney or designee may at any time request a written report,
5 a written budget and timeline for the Matter. If requested, the budget shall include all
6 projected fees and costs to be incurred by Special Counsel for the Matter, commencing on
7 the date that Special Counsel receives the request. The budget and timeline shall include
8 the specific tasks to be performed (including such things as discovery and motions for trial,
9 preparation of documents for transactional services, and anticipated research and
10 investigations). Special Counsel shall identify the projected total hours that will be billed
11 and who will be performing those hours of service, plus fees and costs for each task. The
12 budget and timeline shall be a good faith estimate and as complete as possible. Any
13 deviation from the budget and any deviation over 10% on any task identified on the budget
14 must be discussed in advance with the City Attorney or designee, and the billing related to
15 that task is subject to adjustment so as to conform to the budget. In addition, the City
16 Attorney or designee may request a written budget and timeline similar to the one
17 described above, but relating specifically to one or more tasks necessary to the Matter.

18 D. Special Counsel shall consult closely with, and obtain prior
19 written approval of the City Attorney or designee, before hiring or otherwise incurring any
20 obligation to pay other counsel, specialists, consultants, experts, or undertaking any
21 unusual or high-dollar expenditure in connection with the Matter. Failure to obtain said
22 prior written approval, or failure to submit a written budget as required under this
23 Agreement, may result in a denial in payment of invoices.

24 8. TERM. The term of this Agreement shall begin at 12:01 a.m. on July
25 1, 2019, and shall end when the Matter is concluded or on fifteen (15) days' prior notice
26 from the City to Special Counsel.

27 9. INSURANCE. As a condition precedent to the effectiveness of this
28 Agreement, Special Counsel shall procure and maintain at its expense for the duration of

1 this Agreement from insurance companies admitted to write insurance in California or from
2 authorized non-admitted insurance companies that have ratings of or equivalent to A.VIII
3 by A.M. Best Company professional liability or errors and omissions liability insurance in
4 an amount not less than One Million Dollars (\$1,000,000) per claim.

5 Any self-insurance program, self-insured retention or deductible must be
6 separately approved in writing by the City's Risk Manager or designee and shall protect
7 the City, its officials, employees and agents in the same manner and to the same extent
8 as they would have been protected had the policy or policies not contained retention or
9 deductible provisions. Each insurance policy shall be endorsed to state that coverage shall
10 not be reduced, non-renewed, or canceled except after thirty (30) days' prior written notice
11 to the City, and shall be primary and not contributing to any other insurance or self-
12 insurance maintained by the City, its officials and employees. Special Counsel shall notify
13 the City in writing within five (5) days after any insurance required herein has been voided
14 by the insurer or canceled by the insured.

15 Special Counsel shall deliver to the City certificates of insurance and original
16 endorsements for approval as to sufficiency and form prior to the start of performance
17 hereunder. The certificate and endorsements for each insurance policy shall contain the
18 original signature of a person authorized by that insurer to bind coverage on its behalf. The
19 procuring or existence of insurance shall not be deemed or construed as a limitation on
20 Special Counsel's liability or as performance of or compliance with any indemnity
21 provisions herein. City reserves the right to require complete certified copies of all policies
22 at any time. Special Counsel shall make available to the City all books, records, and other
23 information relating to the insurance required herein during normal business hours. Any
24 modification or waiver of the insurance requirements herein shall only be made with the
25 approval of the City Risk Manager or designee. In addition, Special Counsel shall, at least
26 thirty (30) days prior to expiration of the insurance required hereunder, furnish to the City
27 certificates of insurance and endorsements evidencing renewal of such insurance.

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1 10. DEFENSE AND INDEMNIFICATION. Special Counsel agrees to
2 defend and indemnify City and its officers, agents and employees against, and to hold
3 and save them harmless from, any and all actions, claims, damages to persons or
4 property, penalties, obligations, or liabilities that may be asserted or claimed by any
5 person, firm, entity, corporation, political subdivision or other organization arising out of
6 the willful or negligent act, errors or omissions of Special Counsel, its agents, employees,
7 or subcontractors, in performance of services under this Agreement, excepting claims of
8 professional negligence or malpractice. Nothing herein shall be deemed to affect or waive
9 City's rights to make or pursue claims of professional negligence or malpractice against
10 Special Counsel.

11 11. CONFLICT OF INTEREST. Special Counsel, by executing this
12 Agreement, certifies that, at the time Special Counsel executes this Agreement and for the
13 duration of this Agreement, Special Counsel does not have and will not perform services
14 for any other client which would create a conflict as between the interests of the City
15 hereunder and the interests of such other client, subject to written waiver by the City.

16 12. NONDISCRIMINATION. In connection with performance of Services
17 and subject to applicable rules and regulations, Special Counsel shall not discriminate on
18 the basis of race, religion, national origin, color, age, sex, sexual orientation, gender
19 identity, AIDS, HIV status, handicap, or disability. It is the policy of the City to encourage
20 the participation of Minority Business Enterprises and Women-owned Business
21 Enterprises and the City urges Special Counsel to do likewise.

22 13. MISCELLANEOUS.

23 A. This Agreement shall not be amended, nor any provision or
24 breach hereof waived except in writing signed by the parties which refers to this
25 Agreement.

26 B. This Agreement shall be governed by and construed pursuant
27 to the laws of the State of California. Special Counsel shall comply with all laws,
28 ordinances, rules, and regulations covering performance of Services.

1 C. This Agreement, including the Guidelines and exhibits, if any,
2 constitutes the entire understanding between the parties and supersedes all other
3 agreements, oral or written, with respect to the Services and the Matter.

4 D. If there is any inconsistency or ambiguity between this
5 Agreement, the Guidelines, or the Addendum, this Agreement shall control.

6 E. If there is any legal proceeding between the parties to enforce
7 or interpret this Agreement or to protect or establish any rights or remedies hereunder, the
8 prevailing party shall be entitled to its costs and expenses, including reasonable attorneys'
9 fees and court costs (including appeals).

10 F. The acceptance of Services or payment of money by the City
11 shall not operate as a waiver of any provision of this Agreement. The waiver of any breach
12 of this Agreement shall not constitute a waiver of any other or subsequent breach of this
13 Agreement.

14 G. This Agreement is intended by the parties to benefit themselves
15 only and is not in any way intended or entered for the purpose of creating any benefit or
16 right for any person or entity that is not a party to this Agreement.

17 14. NOTICE. Notice shall be in writing and personally delivered or
18 deposited in the U.S. Mail, first class, postage prepaid to Special Counsel at Atkinson,
19 Andelson, Loya, Ruud & Romo, Attn.: Nate Kowalski; and to the City at 333 West Ocean
20 Boulevard, 11th Floor, Long Beach, California 90802, Attn.: City Attorney. Notice may be
21 given by fax to the City Attorney at (562) 436-1579 and to Special Counsel at (562) 653-
22 3333, provided that duplicate notice is simultaneously delivered or mailed. Notice shall be
23 deemed given on the date of personal delivery or forty-eight hours after deposit in the mail.
24 Notice of change of address shall be given as described herein for other notices.

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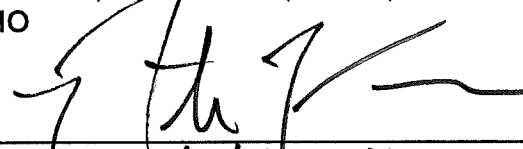
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IN WITNESS WHEREOF, the parties have caused this document to be executed with all of the formalities required by law as of the date first stated above.

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

DATED: 7/9/19

By 

Print Name: Nate Kowalski

Title: Partner

“Special Counsel”

Tom Modica
Assistant City Manager

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

CITY OF LONG BEACH, a municipal corporation

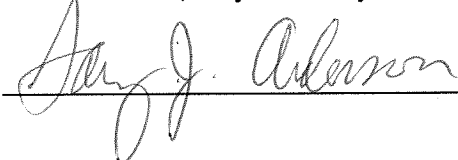
DATED: 7/23/19

By 
City Manager

“City”

Approved as to form on July 16, 2019

CHARLES PARKIN, City Attorney

By 

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

GUIDELINES FOR BILLING

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In addition to the provisions stated in the Agreement, the following guidelines for billing apply:

1. The City expects each individual working on the Matter to have the necessary experience to perform the Services required to protect or pursue the City's interests in the Matter in a cost effective manner.

2. The City expects Special Counsel to select the individual most suitable for the task required and the specific needs of the Matter, and to use the maximum efficiencies available. Billings for services performed by the inappropriate level of personnel will be reduced by the City based on rate adjustments for the appropriate level of personnel.

3. The City will not pay for unnecessary review of texts, codes, rules of court, or other fundamental references. The City will pay the hourly rate for specific legal research which is unique to the Matter, assuming that Special Counsel has used maximum efficiencies and that Special Counsel has not already performed research in the same or similar areas of law.

4. The City acknowledges the benefit of communications between attorneys in the firm. The City does, however, expect that intra-office conferences will only be held as needed, and will be kept to a minimum. Intra-office conferences shall be for the purpose of discussing strategy and legal issues which directly further the Matter. The City will not pay for conferences which are supervisory or instructional (including conferences regarding case management). Any invoice which lists an intra-office conference that exceeds these guidelines must contain a full explanation and is subject to reduction by the City. The City will not pay for "team meetings" and the City will scrutinize all intra-office conferences for "value added" to the Matter by the intra-office conference, for the number of individuals attending the intra-office conference, the length of the conference, the subject(s) discussed at the conference and who participated in it and will, in the City's sole

1 discretion, determine if such value was added.

2 5. The City will not pay for local telephone calls; incoming facsimiles;
3 postage; time spent on filing, calendaring, indexing pleadings, and photocopying;
4 conferences with Clerks of Court or court reporters; proofreading; re-drafting due to
5 substandard work; time billed by summer associates; time for more than one individual at
6 a trial, hearing, court appearance, arbitration, mediation, deposition, third party meeting,
7 conference call or similar event (unless approved in advance by the City); opening, closing
8 or organizing files; or other similar tasks.

9 6. Vague billing which does not contain sufficient information to allow the
10 City's reviewer of the invoice to determine the nature of the task, the reason for the task
11 and the individual performing the task is subject to reduction by the City. Examples of
12 vague billing include but are not limited to the following: Attention to Matter, Review cases
13 and issues, Conference, Review correspondence, Arrangements, Telephone call,
14 Discovery, Trial Preparation, Meeting, Update strategy, Motion work, Work on case or
15 project, Pleadings, Work on file or discovery, Prepare for "xxx", Review documents, Legal
16 Research or analysis.

17 7. All services billed by attorneys and paralegals must be actual legal
18 services requiring the expertise of a legal provider. The City will not pay for more than
19 eight (8) hours of Services per day without a detailed explanation of the need for time over
20 eight hours and may reduce the invoice if the explanation is unsatisfactory, in the City's
21 sole discretion.

22 8. The City will reimburse for facsimiles sent but not received by Special
23 Counsel and photocopies made at a rate not to exceed \$.12 per page; the number of pages
24 of facsimiles and to whom they were sent, and the number of pages or photocopies made
25 must appear on the invoice. Special Counsel shall limit the making of photocopies and the
26 sending of facsimiles. The City will reimburse actual costs for computerized legal research
27 if it is reasonable and necessary; however, these charges are subject to review by the City.

28 9. The City will not reimburse for overtime, word processing (document

1 production), supplies, anything identified on an invoice as "miscellaneous", or any other
2 unidentified charges.

3 10. Special Counsel shall normally use the U.S. Mail and regular attorney
4 services to send and to file papers and other materials. The City reserves the right to
5 reduce excessive charges for messengers and Federal Express or other similar services
6 which are not fully explained or which are not necessary, in the City's determination.

7 11.

8 A. The City will reimburse travel costs of Special Counsel only as
9 described herein. Travel costs not addressed in these Guidelines are not reimbursable.
10 Travel costs must be reasonable. The City will not reimburse for travel by more than one
11 person of Special Counsel, unless approved in writing by the City Attorney or designee in
12 advance of such travel. The City will not reimburse for excess costs caused by an indirect
13 route chose for Special Counsel's personal reasons.

14 B. As used in these Guidelines, "local travel" means travel that is
15 100 miles or less from the office of Special Counsel or from his/her home. "Extended
16 travel" means travel that is more than 100 miles from the office of Special Counsel or from
17 his/her home.

18 C. The City will not reimburse for local travel. However, the City
19 will reimburse for the actual cost of parking that is necessitated by local travel. The City
20 will not reimburse for meals in connection with local travel. While Special Counsel is on
21 local travel, the City will pay fifty percent (50%) of the hourly rate of Special Counsel.

22 D. The City must approve all extended travel in advance. The City
23 will reimburse fifty percent (50%) of the actual costs of extended travel, unless Special
24 Counsel can substantiate the need for full reimbursement. Special Counsel shall use its
25 best efforts to make airline reservations far enough in advance to take advantage of
26 reduced air fares and shall take advantage of other promotional air fares that reduce costs.
27 In any case, travel by air shall be at economy, coach, or other lower fare. The City will not
28 reimburse for travel insurance.

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E. Special Counsel should use a rental car while on extended travel only when necessary and when the cost of a rental car will be less than other forms of ground transportation. If the use of a rental car meets the preceding criteria, then the City will reimburse for a compact vehicle for one person, a mid-sized vehicle for two persons, and a standard size vehicle for three or more persons. The City will not reimburse for luxury vehicles, vans, or 4x4 vehicles.

F. The City will reimburse Special Counsel, while on extended travel, for the reasonable, actual costs for meals, excluding the cost of alcoholic beverages, and for lodging at hotels which are moderately priced for the locale, but will not reimburse for laundry or movies.

G. Special Counsel shall submit a travel expense report on the City's form after completing extended travel. Special Counsel shall submit receipts or other evidence of payment relating to each item for which Special Counsel seeks reimbursement.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

ADDENDUM

NAME	POSITION/TITLE	HOURLY RATE
	Partner	\$305 - \$330*
	Associate	\$230 - \$280*
	Paralegal	\$145 - \$185*

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*Unless otherwise agreed, each of these hourly rates will increase by \$5.00 per hour on January 1st of each year starting in 2019. For example, the partner rate will be \$305-\$335/hour on 1/1/20, unless otherwise agreed.