

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the CITY OF REDLANDS, A Municipal Corporation, hereinafter referred to as "City," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS City has the need to secure expert training and consulting services to assist City in its relations and negotiations with its employee organizations; and

WHEREAS City has determined that no less than eleven (11) public agencies in the East Inland Empire area have the same need and have agreed to enter into identical agreements with Attorney; and

WHEREAS Attorney is specially experienced and qualified to perform the special services desired by the City and is willing to perform such services;

NOW, THEREFORE, City and Attorney agree as follows:

Attorney's Services:

During the year beginning July 1, 2003, Attorney will provide the following services to City (and the other aforesaid public agencies):

1. Five (5) days of group training workshops covering such employment relations subjects as management rights and obligations, negotiation strategies, employment discrimination and affirmative action, employment relations from the perspective of elected officials, performance evaluation (administering evaluations), grievance and discipline administration for supervisors and managers, planning for and responding to concerted job actions, current court, administrative and legislative developments in personnel administration and employment relations, etc., with the specific subjects covered and lengths of individual workshop presentations to be determined by City and the other said local agencies.
2. Availability of Attorney for City to consult by telephone.
3. A monthly newsletter covering employment relations developments.

Fee:

Attorney will provide these special services to City for a fee of Two Thousand Two Hundred Dollars (\$2,200.00), payable in one payment prior to August 1, 2003. The fee, if paid after August 1, 2003 will be \$2,300.00. Said fee will cover Attorney's time in providing said training and consultative services and the development and printing of written materials provided to attendees at the training program.

Additional Services:

Attorney shall, as and when requested by City, make itself available to City to provide representational, litigation, and other employment relations services. The City will be billed for the actual time such representation services are rendered, including reasonable travel time, plus any necessary costs and expenses authorized by the City.

The range of hourly rates for Attorney time is from One Hundred Sixty Dollars to Two Hundred Sixty Dollars (\$160.00 - \$260.00) per hour for attorney staff and from Ninety-Five Dollars to One Hundred Ten Dollars (\$95.00 - \$110.00) per hour for services provided by paraprofessional staff. Attorneys and paraprofessional staff bill their time in minimum units of one-tenth of an hour. Communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of three-tenths (.30) of an hour.

Independent Contractor:

It is understood and agreed that Attorney is and shall remain an independent contractor under this Agreement.

Term:

The term of this Agreement is twelve (12) months commencing July 1, 2003. The term may be extended for additional periods of time by the written consent of the parties.

Condition Precedent:

It is understood and agreed that the parties' aforesaid rights and obligations are contingent on no less than eleven (11) local agency employers entering into a substantially identical Agreement with Attorney on or about July 1, 2003.

Dated: 5/6/03

LIEBERT CASSIDY WHITMORE
A Professional Corporation

By 

Dated: June 17, 2003

CITY OF REDLANDS
A Municipal Corporation

Attest:

By 
Karl N. Haws, Mayor

By 
Lorrie Poyzer, City Clerk

Planning Meeting Notes - 5.1.03

East Inland Empire ERC

I. Comments

- ▶ The City of Fontana will continue to greet people at the workshops and pass out the material. They will be comped one lunch per workshop day.
- ▶ Facility may raise rate \$1 or \$2 per person, but group would like to stay at the Sierra Lakes Golf Club
- ▶ Sign-in sheets need to be turned in on time; the per person fee is based on the sign-up numbers
- ▶ Problem getting people to come but once they attend they come back again and again
 - Certificate program helps to bring people back

II. Workshops for 2003/2004

- ▶ *Supervisory Skills for the First Line Supervisor/Manager* (full day) with Mark Meyerhoff presenting
- ▶ *Discipline: Putting it into Practice* (full day) with Melanie Poturica presenting
- ▶ *Use and Abuse of Absenteeism* (half day) and *Human Resources Round Table* (half day) with Peter Brown presenting
- ▶ *New Legal Issues You Need to Know* (half day) and *FLSA: New Developments and Hot Topics* (half day) with Brian Walter presenting in the Spring
- ▶ *Retaliation* (half day) and *Advanced Investigations* (half day) with Irma Rodriguez Moisa presenting
- ▶ Keep workshops on Thursday

III. Rate

- ▶ \$1925, \$2200 and \$2500
- ▶ \$100 late fee to be paid after August 1, 2003
- ▶ Per person workshop charge to remain. LCW will inform membership of per person cost once Sierra Lakes has finalized rates.
- ▶ Invoices & contracts will be sent immediately so that any agency that wants to pay all or part of the membership fee from this year's budget may do so.

LIEBERT CASSIDY WHITMORE

A PROFESSIONAL LAW CORPORATION

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Los Angeles, CA 90045

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INVOICE

May 5, 2003

Karen Olsen

Personnel Director

City of Redlands

PO Box 3005

Redlands, CA 92373

CLIENT NUMBER: ER020-025

INVOICE NUMBER: 30812

***EAST INLAND EMPIRE
EMPLOYMENT RELATIONS CONSORTIUM***

Membership: 07-01-03 through 06-30-04

Total Amount Due: \$2,200.00

If paid after August 1, 2003 amount due is \$2,300.00

(Includes \$100.00 late fee)