

AGREEMENT TO FURNISH FEDERAL LEGISLATIVE ADVOCACY SERVICES

This agreement for Federal Legislative Advocacy services ("Agreement") is made and entered into this 1st day of July, 2014, by and between the City of Redlands, a municipal corporation ("City") and Innovative Federal Strategies, LLC ("Consultant"). City and Consultant are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

In consideration of the mutual promises contained herein, City and Consultant agree as follows:

ARTICLE 1 - ENGAGEMENT OF CONSULTANT

- 1.1 Effective July 1, 2014, City hereby engages Consultant to perform Federal Legislative Advocacy services ("the Services"). The Services include, but are not limited to, assisting City to develop and organize a priority list of funding needs, identify potential Federal funding opportunities that match City's funding needs; developing strategies to achieve the identified priorities, concentrating first on opportunities with the greatest chance for success; generating support for City's agenda among members of the California Congressional delegation, key Congressional committees, and the Executive Branch; developing and maintaining good working relationships between City and Federal elected officials and agencies, through personal meetings, briefing papers, testimony, letters, and direct communication with City officials; working with City staff to prepare grant applications or requests as required by funding agencies; monitoring the progress of applications and working on behalf of City to ensure approval; treating all City staff with courtesy and in a professional manner; securing funding for City projects through appropriations and providing follow-up support on competitive applications; monitoring and providing analysis on all regulatory and legislative developments that may affect the interests of City and working to enhance City's position by securing timely information about policy and funding opportunities; reporting regularly (in writing, no less than monthly) to designated City officials and staff on implementation of City's agenda and on policy developments and opportunities; committing the time and resources necessary to develop and implement a successful strategy for City including coordinating trips to Washington, D.C. to meet with legislators and agency representatives; preparing support materials and representing City in congressional hearings in which funding requests of City are heard; and assisting City in obtaining one-time funds.
- 1.2 The Services shall be performed by Consultant in a professional manner, and Consultant represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing professional consultants in the industry providing like and similar types of services.
- 1.3 Consultant shall comply with all applicable Federal, State and local laws and regulations in the performance of its obligations under this Agreement including, but not limited to, the Americans with Disabilities Act and the Fair Employment and Housing Act.

ARTICLE 2 - RESPONSIBILITIES OF CITY

- 2.1 City shall make available to Consultant public information in its possession that may assist Consultant in performing the Services.

ARTICLE 3 - PAYMENT AND NOTICE

- 3.1 The total compensation for Consultant's performance of the Services shall not exceed the amount of Forty Nine Thousand Dollars (\$49,000), including pre-approved travel expenses to California. City shall pay Consultant Four Thousand Dollars (\$4,000) a month for the Services. Additionally, pre-approved travel expenses to California will be billed separately, not to exceed One Thousand Dollars (\$1,000).
- 3.2 Consultant shall submit monthly invoices to City describing the work performed during the preceding month. Consultant's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses, if any. City shall pay Consultant no later than thirty (30) days after receipt and approval by City of Consultant's invoice, provided the Services reflected in the invoice were performed to the reasonable satisfaction of City in accordance with the terms of this Agreement.
- 3.3 All notices shall be given in writing by personal delivery or by mail. Notices, sent by mail should be addressed as follows:

City: N. Enrique Martinez
City Manager
City of Redlands
P.O. Box 3005
Redlands, CA 92373

Consultant: Letitia H. White
Principal
Innovative Federal Strategies, LLC
511 C Street, NE
Washington, DC 20002

When so addressed, such notices shall be deemed given upon deposit in the United States Mail. Changes may be made in the names and addresses of the person to who notices and payments are to be given by giving notice pursuant to this section.

ARTICLE 4 - INSURANCE AND INDEMNIFICATION

- 4.1 Insurance, Generally. All insurance required by this Agreement shall be maintained by Consultant for the duration of its performance of the Services. Consultant shall not perform any Services unless and until all required insurance listed below is obtained by

Consultant. Consultant shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services.

- 4.2 **Workers' Compensation and Employer's Liability.** Consultant shall secure and maintain Workers' Compensation and Employer's Liability insurance throughout the term of this Agreement in accordance with the laws of the State of California, with an insurance carrier acceptable to City.
- 4.3 **Comprehensive General Liability Insurance.** Consultant shall secure and maintain in force throughout the term of this Agreement comprehensive general liability insurance with carriers acceptable to City. Minimum coverage of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate for public liability, property damage and personal injury is required. City shall be named as an additional insured. Such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.
- 4.4 **Business Auto Liability Insurance.** Consultant shall secure and maintain business auto liability coverage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability throughout the term of this Agreement. This coverage shall include all Consultant owned vehicles used in connection with Consultant's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. Such insurance shall be primary and non-contributing to any insurance or self insurance maintained by City. City shall be named as an additional insured.
- 4.5 **Hold Harmless and Indemnification.** Consultant shall defend, indemnify and hold harmless City and its elected officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by Consultant's and its officers', employees' and agents' sole negligent acts or sole negligent omissions in performing the Services.

ARTICLE 5 - CONFLICTS OF INTEREST

- 5.1 Consultant covenants and represents that it does not have any investment or interest in real property which would be affected in any manner or degree by the performance of Consultant's Services. Consultant further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.
- 5.2 Consultant agrees it is not a designated employee within the meaning of the Political Reform Act because Consultant:
 - A. Does not make or participate in:
 - (i) the making or any City governmental decisions regarding approval of a rate, rule or regulation, or the adoption or enforcement of laws;

- (ii) the issuance, denial, suspension or revocation of City permits, licenses, applications, certifications, approvals, orders or similar authorizations or entitlements;
 - (iii) authorizing City to enter into, modify or renew a contract;
 - (iv) granting City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
 - (v) granting City approval to a plan, design, report, study or similar item;
 - (vi) Adopting, or granting City approval of, policies, standards or guidelines for City or for any subdivision thereof.
- B. Does not serve in a staff capacity with City and in that capacity participate in making a governmental decision or otherwise perform the same or substantially all the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

- 5.3 In the event City officially determines that Consultant must disclose its financial interests by completing and filing a Fair Political Practices Commission Form 700, Statement of Economic Interests, Consultant shall file the Form 700 with the City Clerk's office pursuant to the written instructions provided by the City Clerk.

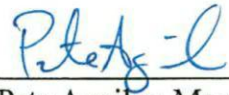
ARTICLE 6 - GENERAL CONSIDERATIONS

- 6.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for use of in-house counsel by a Party.
- 6.2 Consultant shall not assign any of the Services to be performed under this Agreement, except with the prior written approval of City and in strict compliance with the terms, provisions and conditions of this Agreement.
- 6.3 Consultant is for all purposes an independent contractor. Consultant shall supply all tools and instrumentalities required to perform the Services. All personnel employed by Consultant are for its account only, and in no event shall Consultant or any personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City.
- 6.4 This Agreement shall become effective on July 1, 2014. Unless earlier terminated, as provided for below, this Agreement shall terminate on June 30, 2015.

- 6.5 This Agreement may be terminated by either Party, in its sole discretion and without cause, by providing sixty (60) business days prior written notice to the other Party (delivered by certified mail, return receipt requested) of intent to terminate.
- 6.6 If this Agreement is terminated by City, an adjustment to Consultant's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed services, and (2) any payment due Consultant at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Consultant.
- 6.7 Upon receipt of a termination notice, Consultant shall immediately discontinue all services affected, and within five (5) business days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of any data, reports, estimates, summaries and such other information and materials as may have been accumulated by Consultant in performing the Services required by this Agreement. Consultant shall be compensated on a pro-rata basis for work completed up until notice of termination.
- 6.8 This Agreement represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Any amendment to this Agreement shall be in writing, approved by City and signed by City and Consultant.
- 6.9 This Agreement shall be governed by and construed in accordance with the laws of the State of California.

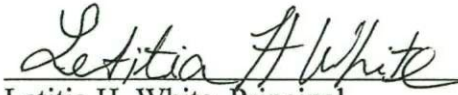
IN WITNESS WHEREOF, duly authorized representatives of the City and Consultant have signed in confirmation of this Agreement.

CITY OF REDLANDS



Pete Aguilar, Mayor

INNOVATIVE FEDERAL
STRATEGIES, LLC



Letitia H. White, Principal

Attest:



Sam Irwin, City Clerk