

**CITY OF COSTA MESA
PROFESSIONAL SERVICES AGREEMENT
WITH
DEBRA L. REILLY, A PROFESSIONAL LAW CORPORATION
DBA REILLY WORKPLACE INVESTIGATIONS**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 6th day of October, 2020 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and DEBRA L. REILLY, A PROFESSIONAL LAW CORPORATION DBA REILLY WORKPLACE INVESTIGATIONS ("Consultant").

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide workplace investigations regarding allegations of employee misconduct as requested by City, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

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

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in Consultant's Proposal, attached hereto as Exhibit "A" and incorporated herein, as requested by City.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory,

City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit A.

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City Manager or designee, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a monthly basis. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within thirty (30) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Unless otherwise agreed to in writing by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of five (5) years, ending on October 5, 2025, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering

services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy

limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement.

5.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

Reilly Workplace Investigations
2240 Encinitas Blvd., Suite D-104
Encinitas, CA 92024
Tel: (858) 759-4303
Attn: Debra Reilly

IF TO CITY:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Tel: (714) 754-5169
Attn: Kasama Lee

Courtesy copy to:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Attn: Finance Dept. | Purchasing

6.5. Drug-Free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "B" and incorporated herein by reference. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of acts or omissions Consultant, its employees, and/or authorized subcontractors in providing services under this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the acts or omissions of the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

Notwithstanding the foregoing, City understands and agrees that Consultant's attorney investigator must be able to seek out and discover facts and support the report's conclusions without concern about being a possible respondent of a claim or being named as a defendant in a potential future lawsuit by any current or former City employee who might be unhappy with the contents, findings, conclusions, or outcome of the investigative report. Accordingly, as a result of

the services performed or the findings made by this attorney investigator, relating to an investigation, City agrees to provide a defense to attorney investigator, at its expense, through its own legal counsel, or at City's option, it will provide reimbursement for separate legal counsel for attorney investigator, chosen by City. City will also indemnify and hold the Consultant harmless with respect to any judgment entered against Consultant's attorney investigator or with respect to any and all terms of settlement of any third-party claims relating to the services rendered under this Agreement. This indemnification obligation shall only apply to claims, lawsuits, or demands against the attorney investigator by third parties (not City itself) arising out of this investigation.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.11. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.12. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.13. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by City or its authorized representative, at no additional cost to the City.

6.14. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.17. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.18. Order of Precedence. In the event of an inconsistency in this Agreement and any

of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.20. Binding Effect. This Agreement binds and benefits the parties and their respective permitted successors and assigns.

6.21. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.22. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.23. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.24. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.25. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.26. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.27. Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be

construed together and shall constitute one agreement. Counterpart written signatures may be transmitted by facsimile, email or other electronic means and have the same legal effect as if they were original signatures.

6.28. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[Signatures appear on following page.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CONSULTANT

Debra L. Reilly
Signature

Date: October 26, 2020

Debra L. Reilly, President / CEO / Attorney
[Name and Title]

CITY OF COSTA MESA

Lori Ann Farrell Harrison

Date: 11/5/20

Lori Ann Farrell Harrison
City Manager

ATTEST:

Brenda Green 11/5/2020

Brenda Green
City Clerk



APPROVE DAS TO FORM:

Kimberly Hall Barlow

Kimberly Hall Barlow
City Attorney

Date: 11/5/2020

APPROVE DAS TO INSURANCE:

Ruth Wang

Ruth Wang
Risk Management

Date: 11/3/2020

APPROVED AS TO CONTENT:



Kasama Lee
Project Manager

Date: 11/3/20

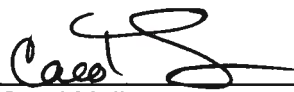
DEPARTMENTAL APPROVAL:



Kasama Lee
Human Resources Manager

Date: 11/3/20

APPROVED AS TO PURCHASING:



Carol Molina
Finance Director

Date: November 3, 2020

EXHIBIT A
CONSULTANT'S PROPOSAL

**DEBRA L. REILLY, A PROFESSIONAL LAW CORPORATION
DBA REILLY WORKPLACE INVESTIGATIONS**

2240 Encinitas Blvd., Suite D-104

Encinitas, CA 92024

(858) 759-4303 (T)

debra@wpinvestigations.com

September 4, 2020

PROPOSAL FOR SERVICES

Kasama Lee, Human Resources Manager
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

**Re: Proposal for Services / Limited Scope Engagement of Attorney
Internal Fact-Finding Investigations
July 1, 2020, through June 30, 2021**

Scope of Work: This letter will serve as a proposal for services by attorney investigator Debra L. Reilly to act in the capacity of an employment law attorney, utilizing her skill, training, professional knowledge in employment law, and her independent professional judgment concerning employment law issues, to perform legal services in the form of an independent and impartial workplace investigations regarding allegations of potential employee misconduct, on an as needed basis. The details of any future scope of work will be set forth by the City of Costa Mesa (“City”).

This is a limited-scope engagement of professional legal services for the purpose of conducting an objective investigation, and this attorney investigator will not be acting in the role of an “advocate” attorney. The attorney investigator shall not make any legal conclusions concerning any state or federal laws or state or federal regulations, nor will this investigator make any determination as to whether any policies of City have been violated. However, the attorney investigator is being retained specifically to use her legal expertise and her knowledge of employment law cases and related statutes to conduct a factual investigation that will, in turn, be the basis for City’s attorneys, and/or outside legal counsel, to provide legal advice and recommendations to City.

Attorney-Client Communication Privilege and Attorney Work Product Privilege: It is the understanding of the attorney investigator that the potential for litigation exists with respect to potential claims alleged. Thus, any investigations and the ensuing reports are attorney work product in that this investigation is being conducted in the reasonable anticipation of litigation. This attorney investigator will operate with the understanding

that unless City directs otherwise, the confidential investigative reports and any verbal or written communications between this investigator and City are attorney-client privileged communications and attorney work product. This attorney investigator will not be providing legal advice concerning whether the investigative report and communications referenced therein are, in fact, protected from disclosure under the attorney-client communication privilege or the attorney work product privilege, or what the effects may be of disclosing the contents of the report to any third parties.

Mediation Privilege: This attorney investigator notes that a mediation could be conducted with the parties involved in any pending claims investigated; and it is the understanding of this investigator that the written report to be prepared by this attorney investigator could very likely be used for the purpose of, in the course of, or pursuant to, a mediation. [Cal. Evidence Code § 1119, subdivisions (a) and (b).] This attorney investigator is not providing legal advice concerning whether the investigative reports and communications referenced therein are, in fact, protected from disclosure under the mediation privilege, or what the effects may be of disclosing the contents of the reports to any third parties.

This attorney investigator is not providing legal advice concerning whether the investigative reports and communications referenced herein are, in fact, protected from disclosure under the mediation privilege, or what the effects may be of disclosing the contents of the investigative reports to any third parties.

Professional Liability Insurance and Commercial General Liability Insurance: As a licensed attorney in the state of California, at all times during the term of this Agreement, this attorney investigator will carry, maintain, and keep in full force and effect, a Lawyer's Professional Liability Insurance policy with minimum limits of One Million Dollars (\$1,000,000) per occurrence, and One Million Dollars (\$1,000,000) aggregate coverage against any loss or damage as a result of wrongful or negligent acts by this attorney investigator in the performance of services under this Agreement.

The attorney investigator also maintains a Commercial General Liability policy with limits of Two Million Dollars (\$2,000,000) per occurrence, and Four Million Dollars (\$4,000,000) aggregate coverage.

Indemnification: The attorney investigator must be able to seek out and discover facts and support the report's conclusions without concern about being a possible respondent of a claim or being named as a defendant in a potential future lawsuit by any current or former City employee who might be unhappy with the contents, findings, conclusions, or outcome of the investigative report. Accordingly, as a result of the services performed or the findings made by this attorney investigator, relating to this investigation, City agrees to provide a defense to attorney investigator, at its expense, through its own legal counsel, or at City's option, it will provide reimbursement for separate legal counsel for attorney investigator, chosen by City. City will also indemnify and hold the attorney

investigator harmless with respect to any judgment entered against attorney investigator or with respect to any and all terms of settlement of any third-party claims relating to the services rendered under this agreement.

However, the above-referenced indemnification clause shall *only* apply to claims, lawsuits, or demands against the attorney investigator by third parties (not City itself) arising out of this investigation. Further, these indemnification provisions do not apply to any acts or omissions by this attorney investigator that fall below the standard of care for an attorney conducting internal workplace investigations in California.

Written Report: This attorney investigator will prepare a written report of her findings and factual conclusions at the conclusion of the investigation. The original investigative report shall be mailed and emailed to Kasama Lee (Manager of Human Resources)—as designated by City. City agrees that it will advise the reporting party(ies) and the respondent(s), if any, of the “conclusions” of the investigation, *if required to do so* by any state or federal laws, by the Department of Fair Employment & Housing’s or by the U.S. Equal Employment Opportunity Commission’s regulations, or by City’s own written policies, procedures, and practices.

Post-Written Report: This engagement shall be considered concluded after attorney investigator has provided an investigative report to City. However, after the conclusion of this investigation, should a need arise for the attorney investigator to respond to any subpoena, or otherwise provide court, arbitration, or deposition testimony, or meet with City employees or attorneys, in connection with this matter, City shall compensate attorney investigator at the regular hourly rate set forth below. City shall compensate the attorney investigator for time expended reviewing her investigative report and exhibits, preparing for her testimony, waiting time, for her travel time and travel expenses (mileage, hotel, meals) to any hearing, deposition, arbitration, or trial, in addition to the actual time spent testifying.

Related Post-Investigation Services: If attorney investigator is asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration or any other proceeding, or otherwise consult with City or its legal counsel as a result of services rendered under this Retention Agreement, and/or if attorney investigator must respond to subpoenas or discovery or otherwise perform services with respect to any matter relating to or arising out of the services performed for City, City agrees to pay attorney investigator for all time expended (including preparation time) at attorney investigator’s then current full regular hourly rate (presently \$335 per hour) and to reimburse attorney investigator for reasonable costs and expenses incurred, whether or not the investigation has been concluded. This includes reasonable costs of legal representation of attorney investigator by counsel of attorney investigator’s choosing, particularly legal representation by an attorney with expertise and specialized training in conducting workplace investigations. Such payment is due upon presentation of an

invoice for services, costs and expenses. If costs and/or expenses, including the costs of legal representation are *reasonably expected* to exceed \$8,000, then City shall advance the funds to attorney investigator or to attorney investigator's designee.

Said independent attorney would be retained for purposes of: reviewing this attorney investigator's work product in this case in light of any future allegations by third parties; consulting with attorney investigator prior to any deposition or trial testimony of attorney investigator; representing attorney investigator during any future deposition of attorney investigator; and any other necessary legal services related to attorney investigator's work product herein should future litigation be instituted by any third parties related to this matter.

Confidentiality: Unless required by law, or unless agreed to in writing by City, the attorney investigator shall not disclose the substance of any report, document, or recommendation, the nature, results, opinions, or conclusions that the attorney investigator gives to City in connection with the services provided for in this retention agreement. The attorney investigator also agrees to treat all data, documents, reports, plans, and other information relating to the investigation and services as confidential.

Fee: The fee for said services is \$335.00 per hour, which includes time spent interviewing witnesses, reviewing background facts and relevant documents, preparing witness statement transcriptions (if requested by City), preparing exhibits, preparing the written investigative report, consulting with City or its attorneys, and travel time. This fee also includes any time spent testifying in deposition, hearings, arbitration, or trial, and attorney investigator's preparation time and travel time leading up to such testifying. This attorney investigator will bill in increments of one/tenth (0.1) per hour and will bill for mileage to and from interviews and meetings at the 2020 IRS business rate in effect on the date services are rendered, currently \$0.58 per mile. Should overnight hotel stay and meals be necessary, the investigator will receive advance approval in writing from City, before attorney investigator incurs the costs of a hotel.

This attorney investigator's invoice shall be sent **via email only** to the attention of City's designee, on a monthly basis commencing on or about October 1, 2020, or at the conclusion of the investigation, in the discretion of the attorney investigator. Payment will be due by City within fourteen (14) calendar days of its receipt of each invoice via email.

Litigation Hold/Evidence Preservation: No litigation is currently pending; thus, **no litigation hold is legally required at this moment**. However, this attorney investigator anticipates requesting production of documents from the various witnesses who may be interviewed in all investigative matters. The requests may include electronically stored information ("ESI"). As such, this attorney investigator requests City to consult with its attorneys concerning City's need (if any) to take action to notify any reporting parties,

respondent(s) and witnesses to preserve all potentially relevant ESI and to prevent the deletion of any relevant evidence, which could likely cover the period of January 1, 2020, to the present. City should also consult with City Attorney about who will update the litigation hold if other witnesses with ESI are discovered during the course of this investigation, or if the relevant time period should change with the discovery of new information.

This attorney investigator is not responsible for notifying parties of the need to place a litigation hold on documents or ESI. Employee witnesses known to have ESI or hard copies should be requested to maintain and preserve evidence and ESI on all computers, tablets, flash drives, CD-ROM discs, handheld devices, smartphones, and any other media, whether digital or non-digital. The ESI to be preserved includes, but is not limited to, all "WRITINGS" as defined by California Evidence Code Section 250, which states:

"Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Deposition, Arbitration, and Trial Testimony: Should the attorney investigator be requested, noticed, or subpoenaed by City, or by any other party to testify as a percipient witness in a deposition or for trial testimony or any other testimony, City agrees to reimburse attorney investigator at her hourly investigative rate of \$335, for her time in reviewing the file, preparing for, travelling to and from, and testifying at, deposition, administrative hearing, court trial, or arbitration.

Expert Witness Testimony: Should the attorney investigator be requested, designated, noticed, or subpoenaed by City, or by any other party, to testify as an "expert witness" or as a "non-retained expert witness" and provide "expert witness opinions" in a deposition or for trial testimony, City agrees that attorney investigator Reilly will be paid her "expert witness" hourly rate of \$435 for her time in reviewing the file, preparing for, travelling to and from, deposition, court, or arbitration, and \$525/hour for testimony in deposition or trial.

Subpoena of Investigative Report and File by Third Parties: Should any person, government agency, or business entity subpoena the investigative file of this investigator, then this investigator will forward a copy of the subpoena to City. Should City desire to preserve the privileges of attorney-client communication and attorney work product, City hereby agrees that it, or its attorneys, will file with the court and serve the necessary motion for protective order, motion to quash the subpoena, and timely written objections on behalf of City. If City desires attorney investigator to join in the written objections,

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then City will send the objections to attorney investigator to co-sign the objections in a timely manner. The parties agree that this attorney investigator will not bear any responsibility to file said motions and timely written objections. The parties agree that this attorney investigator will comply with the law and produce the investigative report and file, only upon receipt of a court order or a properly served subpoena compelling production.

Termination of Agreement: City may terminate the services under this engagement letter at any time for any reason upon ten days' notice to attorney investigator. If City terminates such services prior to all work being finalized, City shall only pay attorney investigator for the work performed up to the date of termination.

Respectfully submitted,



Debra L. Reilly
Attorney, HRCI-SPHR

EXHIBIT B
CITY COUNCIL POLICY 100-5

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

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| DRUG-FREE WORKPLACE | 100-5 | 8-8-89 | 1 of 3 |

BACKGROUND

Under the Federal Drug-Free Workplace Act of 1988, passed as part of omnibus drug legislation enacted November 18, 1988, contractors and grantees of Federal funds must certify that they will provide drug-free workplaces. At the present time, the City of Costa Mesa, as a sub-grantee of Federal funds under a variety of programs, is required to abide by this Act. The City Council has expressed its support of the national effort to eradicate drug abuse through the creation of a Substance Abuse Committee, institution of a City-wide D.A.R.E. program in all local schools and other activities in support of a drug-free community. This policy is intended to extend that effort to contractors and grantees of the City of Costa Mesa in the elimination of dangerous drugs in the workplace.

PURPOSE

It is the purpose of this Policy to:

1. Clearly state the City of Costa Mesa's commitment to a drug-free society.
2. Set forth guidelines to ensure that public, private, and nonprofit organizations receiving funds from the City of Costa Mesa share the commitment to a drug-free workplace.

POLICY

The City Manager, under direction by the City Council, shall take the necessary steps to see that the following provisions are included in all contracts and agreements entered into by the City of Costa Mesa involving the disbursement of funds.

1. Contractor or Sub-grantee hereby certifies that it will provide a drug-free workplace by:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's and/or sub-grantee's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibition;
 - B. Establishing a Drug-Free Awareness Program to inform employees about:

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| DRUG-FREE WORKPLACE | 100-5 | 8-8-89 | 2 of 3 |

1. The dangers of drug abuse in the workplace;
 2. Contractor's and/or sub-grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by subparagraph A;
- D. Notifying the employee in the statement required by subparagraph 1 A that, as a condition of employment under the contract, the employee will:
1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- E. Notifying the City of Costa Mesa within ten (10) days after receiving notice under subparagraph 1 D 2 from an employee or otherwise receiving the actual notice of such conviction;
- F. Taking one of the following actions within thirty (30) days of receiving notice under subparagraph 1 D 2 with respect to an employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health agency, law enforcement, or other appropriate agency;

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| DRUG-FREE WORKPLACE | 100-5 | 8-8-89 | 3 of 3 |

- G. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 A through 1 F, inclusive.
2. Contractor and/or sub-grantee shall be deemed to be in violation of this Policy if the City of Costa Mesa determines that:
 - a. Contractor and/or sub-grantee has made a false certification under paragraph 1 above;
 - b. Contractor and/or sub-grantee has violated the certification by failing to carry out the requirements of subparagraphs 1 A through 1 G above;
 - c. Such number of employees of Contractor and/or sub-grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the contractor and/or sub-grantee has failed to make a good faith effort to provide a drug-free workplace.
 3. Should any contractor and/or sub-grantee be deemed to be in violation of this Policy pursuant to the provisions of 2 A, B, and C, a suspension, termination or debarment proceeding subject to applicable Federal, State, and local laws shall be conducted. Upon issuance of any final decision under this section requiring debarment of a contractor and/or sub-grantee, the contractor and/or sub-grantee shall be ineligible for award of any contract, agreement or grant from the City of Costa Mesa for a period specified in the decision, not to exceed five (5) years. Upon issuance of any final decision recommending against debarment of the contractor and/or sub-grantee, the contractor and/or sub-grantee shall be eligible for compensation as provided by law.