June 1, 2018

Re: Gateway Public Employment Relations Consortium

Dear Mr. Ibarra:

We are looking forward to another successful year with the Gateway Public Employment Relations Consortium. The consortium committee has selected a wide variety of topics for your managers and supervisors. We are pleased to provide the consortium with five full days of training, our monthly Client Update, and telephone consultation.

We are enclosing the planning meeting notes for your records. We will forward the schedule when it is ready.

Enclosed is an Agreement for Special Services. Please execute and return a copy to our office.

You’ll note that the attached invoice gives you the option of subscribing (or renewing) your Liebert Library membership. We’ve combined this with the consortium billing for your ease. If you do not want to subscribe to the Library, simply check the box next to ERC only and submit that amount. If you do want to subscribe/renew, just check the corresponding box and return the amount indicated (the listed rate reflects the ERC discount.)

If you have any questions about the consortium or our other training programs, please contact Cynthia Weldon, Director of Marketing & Training at (310) 981-2055 or cweldon@lcwlegal.com.

We thank you for your membership and we look forward to another successful training year.

Sincerely,

LIEBERT CASSIDY WHITMORE

BY: J. Scott Tiedemann
Managing Partner

Enclosures
AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the City of Bell, a Municipal Corporation, hereinafter referred to as "Agency," and the law firm of LIEBERT CASSIDY WHITMORE, a Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS Agency has the need to secure expert training and consulting services to assist Agency in its workforce management and employee relations; and

WHEREAS Agency has determined that no less than twenty-eight (28) public agencies in the Gateway Public 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 Agency and is willing to perform such services;

NOW, THEREFORE, Agency and Attorney agree as follows:

Attorney's Services:

During the year beginning July 1, 2018, Attorney will provide the following services to Agency (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 Agency and the other said local agencies.

It is expressly understood that the material used during these presentations, including written handouts and projected power points are provided solely for the contracted workshops. This agreement warrants there will be no future use of Liebert Cassidy Whitmore material in other trainings or formats without the expressed written permission of Liebert Cassidy Whitmore. Any such use will constitute a violation of this agreement and copyright provisions.

2. Availability of Attorney for Agency to consult by telephone. Consortium calls cover questions that the attorney can answer quickly with little research. They do not include the review of documents, in depth research, written responses (like an opinion letter) or advice on on-going legal matters. The caller will be informed if the question exceeds the scope of consortium calls. Should the caller request, the attorney can assist on items that fall outside the service, but these matters will be billed at the attorney’s hourly rate. (See additional services section.)

3. Providing of a monthly newsletter covering employment relations developments.

Fee:

Attorney will provide these special services to Agency for a fee of Three Thousand Three Hundred and Seventy Dollars ($3,370.00) payable in one payment prior to August 1, 2018. The fee, if paid after August 1, 2018 will be $3,470.00.
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 programs.

Additional Services:

Attorney shall, as and when requested by Agency, make itself available to Agency to provide representational, litigation, and other employment relations services. The Agency 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 Agency.

The range of hourly rates for Attorney time is from Two Hundred Ten to Three Hundred Seventy Dollars ($210.00 - $370.00) per hour for attorney staff. One Hundred Ninety-Five Dollars to Two Hundred Thirty Dollars ($195.00 - $230.00) per hour for Labor Relations/HIR Consultant and from Eighty to One Hundred Seventy Dollars ($80.00 - $170.00) per hour for services provided by paraprofessional and litigation support staff. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour. Attorney reviews its hourly rates on an annual basis and if appropriate, adjusts them effective July 1.

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, 2018. 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 twenty-eight (28) local agency employers entering into a substantially identical Agreement with Attorney on or about July 1, 2018.
May 29, 2018

Sergio Ibarra  
Human Resources Manager  
City of Bell  
6330 Pine Avenue  
Bell, CA 90201

(BE040-10000)  
INVOICE NUMBER: 1459733

GATEWAY PUBLIC EMPLOYMENT RELATIONS CONSORTIUM

Membership: 07/01/18 through 06/30/19

Please make your check out for one of the following amounts:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERC Membership</td>
<td>$3,370.00</td>
</tr>
<tr>
<td>ERC Membership w/ Basic Liebert Library Subscription (optional)</td>
<td>$3,775.00</td>
</tr>
<tr>
<td>Basic Subscription provides access to over 200 sample forms policies and checklists that can be used as templates.</td>
<td></td>
</tr>
<tr>
<td>ERC Membership w/ Premium Liebert Library Subscription (optional)</td>
<td>$4,265.50</td>
</tr>
<tr>
<td>Premium Subscription provides unlimited access to LCW workbooks in digital format, as well as over 200 sample forms policies and checklists that can be used as templates.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Please send us a copy of this invoice along with your payment.

For more information on the many benefits of Liebert Library, please visit www.liebertlibrary.com, call Sherron Pearson at 310.981.2000 or email info@lcwlegal.com.

If ERC Membership paid after August 1, 2018 amount due is $3,470.00  
(Includes $100.00 late fee)
Our firm is proud to present the Liebert Library – an online collection of trusted legal training and reference materials that cover a variety of public-sector labor and employment topics!

For nearly 40 years our attorneys have tirelessly worked to create an entire library of legal resources that covers a variety of labor and employment topics. Now you can get on-demand access to our extensive collection of workbooks, sample forms, policies and checklists, including:

Workbooks
- The FLSA Compliance Guide
- Principles for Public Safety Employment
- Annual Audit of Your Personnel Rules
- Labor & Employment Relations Issues During Lean Times
- Understanding Public Employee Retirement Issues

Sample Forms and Policies
- Checklist for POBR/FBOR Investigation
- Reasonable Accommodation Policy
- Sample Anti-Bullying Policy
- Sample Discipline Policy
- Social Media Policy

We offer 2 levels of subscription for Liebert Library at economical prices that will allow you to lower future legal costs for your agency:

1. **Basic Membership** - Access to all of our sample forms and policies that we use as appendices in our workbooks. You will have on-demand access to these documents and can download them in Word and PDF formats.

2. **Premium Membership** - Access to all of the benefits of our Basic Membership (see above), as well as the ability to read and reference our workbooks at any time! You will also receive a $15 discount on the purchase of any workbook.

*For more information visit: www.LiebertLibrary.com*
I. Comments

- **Introduction to the FLSA class** was very informative.

- The members thought it was nice to have former HR Director (Kristi Recchia) present/co-present. Group can sometimes connect more with her because of war stories.

- Caitlin is great and sends out announcements in a timely manner.

- Group is aware of the general number for consortium calls. They are going well and are timely as far as responses.
  - Members can also email consortium questions (info@lcwlegal.com)

- The group discussed some of the issues that are pressing for them, including:
  - An increase in ADA issues – especially patrons expressing ADA issues and needs
  - Service animals
  - Harassment issues and being proactive about it
  - How the front line deals with the homeless population and things associated (Hepatitis A)
  - Monitoring **Janus/Flores**

II. Services Explained

- **Consortium calls** can be placed to any of the LCW offices: Los Angeles, San Francisco, Fresno, Sacramento or San Diego. Members may ask for a specific attorney or any available attorney. Questions may also be submitted by email directly to the attorney or to info@lcwlegal.com.

- **Newsletters**: LCW has multiple monthly newsletters: Client Update, The Briefing Room (geared towards law enforcement) and Fire Watch (geared towards Fire Safety Personnel). Consortium members may request to receive any or all of these publications. The newsletters are sent either via surface mail or via email. The
email comes from Newsletter@lcwlegal.com so please ensure that this email address is accepted by your system.

- **Workshop Attendance:** LCW provides a guide as to who should attend the workshops and requests that agencies use their best discretion when registering employees for the session as the composition of the audience can impact the message and tone of the workshop.

- **Consortium Workshops across the State:** ERC members are able to attend other Consortiums' workshops. If you are interested in attending, you must contact Caitlin Martin (cmartin@lcwlegal.com) two weeks prior to the scheduled workshop. Once all the registration sheets are received from the members of that Consortium, members from other Consortiums may attend, space permitting. There is no cost to attend another Consortium's workshop, unless they require a per person/refreshment fee.

- **Liebert Library:** LCWs online resource that allows you to access all workbooks in their most updated formats. Also allows subscribers to download workbook appendices in word format. For more information, visit: www.LiebertLibrary.com

- **Webinars** – LCW has designated select webinars for consortium members only. Members will receive a monthly email outlining available consortium only webinars for the month. Additionally, LCW provides webinars that are open to all public agencies, but provides them at a discounted rate for consortium members. A list of upcoming (and archived webinars) can be found at: https://www.lcwlegal.com/events-and-training/webinars-seminars

- **Social Media** – ERC Members can now follow us on Twitter and our Labor and Employment blog. Twitter followers receive instant tweets to our alerts of firm publications, blog posts, attorney authored articles and upcoming speaking engagements, events and seminars. http://twitter.com/lcwlegal. Blog subscribers receive weekly updates on fresh and new labor and employment issues from http://www.calpublicagencylaboremploymentblog.com

- **WWW.LCWLEGAL.COM:** LCW's website is fully searchable for specific articles and content appearing in our monthly newsletters and our annual Legislative Round-Up.

- **Individual/customized training:**
  - Includes the incorporation of your policies and procedures, as well as an original set of materials for your reproduction.
  - Any of the workshops listed on the Master Workshop Topics list can be presented outside of the consortium to one specific agency or a group of agencies to share the cost. Our rate for a three-hour, half day session ranges from $1,750 - $2,200 while a six-hour, full day session ranges from $2,750 -
Gateway Public ERC
2018/2019 Planning Meeting Notes
April 26, 2018

$3,300. If you schedule two half day sessions on the same day, we will honor the full day rate.

- LCW can send an e-mail to other agencies if a request for an individual workshop has been made and the agency requesting the workshop wishes to combine with other agencies. For more information, contact Anna Sanzone-Ortiz at (310) 981-2051.

III. Workshops for 2018/2019

- Maximizing Supervisory Skills for the First Line Supervisor (Full Day)**
- Maximizing Performance through Evaluation, Documentation and Discipline (Half Day)**
- Risk Management Skills for the Front Line Supervisor (Half Day)
- Preventing Workplace Harassment, Discrimination and Retaliation (Half Day)
- Moving Into the Future (Half Day)
- Leaves, Leaves and More Leaves (Half Day)**
- Advanced FLSA (To include refresher/ Half Day)
- A Supervisor's Guide to Labor Relations (Half Day)**
- Public Service: Understanding the Roles and Responsibilities of Public Employees (Half Day)**
  *Applicable for credit in the Public Sector Employment Relations Certificate Program

Please note that LCW will be updating workshop titles. The title of the workshop may change but the content discussed at the planning meeting will remain as discussed.

➢ Workshop location/host:
  - Consortium will rotate hosts. The following members volunteered to host: Pico Rivera, South Gate, Lakewood, La Mirada, Santa Fe Springs, Long Beach, and Commerce. Caitlin will reach out if any further hosts are needed.
  - Hosting requires the agency representative(s) to arrive early, distribute material, staff the registration desk, box up any extra material to give to the presenter, and collect evaluation forms and sign-in sheets.
  - Non-host agencies may volunteer to assist with registration or refreshments by contacting the host agency directly.

- Workshop scheduling:
The group would like to continue holding workshops on 1st or 2nd Thursday of each month.

IV. Rate

- Membership fees are $3,370
- A $100 late fee applies after August 1, 2018.