

PROFESSIONAL SERVICES CONTRACT BETWEEN
THE CITY OF HUNTINGTON BEACH AND
STACEY NEWTON, INDEPENDENT CONTRACTOR
FOR
CONSULTATION SERVICE OF THE ANNUAL FOURTH OF JULY CELEBRATION

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY", and Stacey Newton, a sole proprietor, hereinafter referred to as "CONSULTANT".

WHEREAS, CITY desires to engage the services of CONSULTANT to work with the CITY, the CITY'S selected Fourth of July Event Management Firm, hereinafter referred to as "CONTRACTOR," and the FOURTH OF JULY EXECUTIVE BOARD, hereinafter referred to as "BOARD", by assisting in the production of certain elements within the 2021, 2022, 2023 Fourth of July Celebration; and

WHEREAS, pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

WHEREAS, CONSULTANT has been selected to perform these services.

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A"**, which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Stacey Newton, who shall represent it and be its sole contact and agent in all consultations with CITY, BOARD, and CONTRACTOR during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on _____ (the "Commencement Date"). This Agreement shall automatically terminate three (3) years after commencement on September 1, 2023, unless extended or sooner terminated as provided herein. Upon mutual agreement by both parties, the Agreement may be extended up to two (2) 1-year terms. All tasks specified in **Exhibit "A"** shall be completed on or before July 4 of each year in 2021, 2022, and 2023. This schedule may be amended to benefit the project if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT a fixed Fee as specified in **Exhibit "B"**, which is attached hereto and incorporated by reference into this Agreement. The Fee, including all costs and expenses, shall not exceed \$37,500 in each year of the Term, respectively, to include 2021, 2022, and 2023.

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A"**, CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B"**.

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, site plans, vendor lists, sponsor contracts and agreements, parade entry contact information, timelines, runner and volunteer databases, service provider invoices and contact information, parade scripts, web domains, login and passwords for websites and social media accounts, maps/routes, memoranda, letters, spreadsheets, and other documents, shall belong to

CITY, and CONSULTANT shall turn these materials over to CITY immediately upon request, or upon expiration or termination of this Agreement, or upon completion of PROJECT, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgements, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT'S (or CONSULTANT'S subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide

coverage for CONSULTANT's professional liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention, "deductible" or any other similar form of limitation on the required coverage except with the express written consent of CITY. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not affect CONSULTANT's right to be paid for its time and materials expended prior to notification of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and
- C. promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (3) days' prior written notice; however, ten (10) days' prior written notice if the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by City.

The requirement for carrying the forgoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY. CONSULTANT shall secure at its own cost and expense, and be responsible for any and

all payment of all taxes, 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, in connection with the PROJECT and/or the services to be performed hereunder.

12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and skillfully competent manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Refusal to perform requested consultation services in conjunction with the CONTRACTOR or CITY shall be deemed cause for termination. Any termination of this Agreement by CITY shall be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the event of termination, all finished and unfinished documents, exhibits, reports, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and sub-consultants must satisfy the insurance requirements as set forth in Section 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall not employ any CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the *California Government Code*.

16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designed in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses or email address specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, or reputable overnight carrier or U.S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach
ATTN: Oliver Chi
2000 Main Street
Huntington Beach, CA 92648

TO CONSULTANT:

Stacey Newton
4612 Minuet Drive
Huntington Beach, CA 92649
staceee7@aol.com

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transition or event shall not be deemed to be consent/approval to any subsequent occurrence of the same or any other transaction or event.

18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this

Agreement, the masculine or neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, or ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this agreement which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the *United States Code* regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly

outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the non-prevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of the Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

27. SIGNATORIES

Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

28. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiations, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on the party's behalf, which are not embodied in this Agreement, and that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

29. EFFECTIVE DATE

This agreement shall be effective on the date of its approval by the City Attorney. This Agreement shall expire when terminated as provided herein.

THIS SPACE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers.

CONSULTANT,
STACEY Newton,
A sole proprietor

CITY OF HUNTINGTON BEACH,
a municipal corporation of the State of California

By: Stacey Newton
Stacey Newton
Print name

Title: consultant

Director/Chief
(Pursuant to HBMC 3.03.100)

APPROVED AS TO FORM:

Wm. V. Photo
City Attorney

Date: _____

RECEIVED AND FILE:

City Clerk

Date: _____

EXHIBIT "A"

CONSULTANT SCOPE OF SERVICES

Stacey Newton, Independent Consultant

A. STATEMENT OF WORK:

Performing at the direction of the CITY, CONSULTANT will provide consultative services to the CITY, BOARD, and CONTRACTOR for the delivery of the annual Fourth of July Celebration. CONSULTANT will be required to attend planning meetings with the BOARD, CITY and CONTRACTOR as needed.

B. CONSULTANT'S DUTIES AND RESPONSIBILITIES:

In general, CONSULTANT will provide the following services. These services are general in nature and are not all-inclusive of the duties and responsibilities of the CONSULTANT.

1. Serving as a consultant to the CITY, BOARD and CONTRACTOR, CONSULTANT will provide pertinent information and consultative services regarding, but not limited to, the following items, to help ensure the historical elements of the Celebration are kept to the standards of the CITY and BOARD:

A. Fourth of July Parade

- Scope of work
- Application
- Parade Entries
- Qualification of applicants
- Bands/entertainment
- Parade line up
- Parade script
- Parade protocol
- TV Coverage
- Logistics
- Set up & Tear Down
- VIPs

- Formation and disbanding
- Site Map
- VIP Area
- Lake Park
- Additional elements

B. Fourth of July Run

- Scope of work
- Application
- Run Entries
- Entertainment
- Logistics
- Course
- Set up & Tear Down
- Shirts/Medals
- Start Line
- Site Map
- Additional elements

C. Fourth of July Fireworks Show

- Scope of work
- Permits
- Music
- Seating
- Set Up & Tear Down
- Logistics
- Entertainment
- Site Map
- Tickets
- VIPs
- Additional Elements

D. Fourth of July Festival

- Scope of work
- Application
- Exhibitors/Food Vendors
- Qualification of applicants
- Bands/entertainment
- Set up & Tear Down
- Logistics
- Site Map
- Additional elements

E. Fourth of July Block Party

- Scope of work
- Awards
- VIPs
- Venue
- Entertainment
- Activities
- Food & Beverage
- Sponsors
- Silent Auction
- Live Auction
- Additional Elements

F. Fourth of July Merchandise

- Scope of work
- Theme and logo
- Order numbers
- Staff order numbers
- Additional Elements

G. Fourth of July Sponsorships

- Sponsor packages/comps
- Potential sponsors
- In Kind Sponsors
- Package Opportunities
- Fulfill sponsor packages
- Additional Elements

H. Fourth of July Overall Event Logistics

- Logistic requirements for Parade, Run, Festival, Fireworks & Block Party
- Board Members & Members at Large
- City Departments

I. Fourth of July VIPs

- Parade titles
- Talent list
- Accommodations
- Transportation
- Additional Elements

J. Fourth of July Entertainment

Bands/groups

Sponsors

Additional Elements

K. Fourth of July Public Relations

Pre-event/Event Media Contacts

Press releases/packets/social media

Live Broadcast

Website and Social Media

Event photographers, as needed

Additional elements

2. CONSULTANT will be responsible for the following:

A. Advise and assist CITY and CONTRACTOR on all historical Fourth of July parade, festival, run, fireworks and block party development and information.

B. Advise and assist CITY and CONTRACTOR on logistical planning efforts related to the Fourth of July event.

3. CONSULTANT will coordinate with the BOARD on the following:

A. City Wide Decorating Contest

Award titles

Rules and guidelines

Design awards

Sponsors

Prizes

Media

Award Ceremony

B. Pancake Breakfast

Oversee non-profit group hosting breakfast

C. Volunteers

Work with CONTRACTOR on assigning volunteers to appropriate event areas

Advise Board Members on the progress of their assigned tasks

Communicate with Board Members on overall volunteer needs

Oversee volunteer check-in booth

C. CITY'S DUTIES AND RESPONSIBILITIES:

1. CITY will designate a staff liaison through the Director of Community and Library Services and any change in that person will be noticed in writing.
2. CITY shall provide meeting rooms for Project related meetings, when available, at no cost to CONSULTANT.
3. CITY will assist with promotion and marketing of the event through social media, placing information on the CITY's website, and allowing promotional materials to be placed in City Hall and community facilities, such as community centers and libraries.
4. The CITY's staff liaison will work with CONSULTANT on providing a VIP and dignitary list.
5. CITY shall apply for and obtain any requisite Caltrans street closure permits.

D. WORK PROGRAM/PROJECT SCHEDULE:

1. Work shall commence upon execution of the agreement by both parties and approval by the City Council of the City of Huntington Beach.
2. This schedule may be amended to benefit the project if mutually agreed to in writing by CITY and CONSULTANT.
3. In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.
4. Consultative responsibilities shall commence immediately upon execution of the Agreement. Schedule of events shall be developed in partnership between CITY, CONSULTANT and CONTRACTOR, and schedule shall be adhered to accordingly.

EXHIBIT "B"

Payment Schedule

(\$37,500 in 2021, 2022, 2023)

1. CONSULTANT shall be entitled to quarterly installment payments toward the fixed Fee of \$37,500 set forth herein in accordance with the following progress and payment schedules.

2. CONSULTANT shall submit to CITY an invoice for each quarterly progress payment due in 25% increments of \$37,500, with the first payment due upon execution of the Agreement; and subsequent payments by February 1, 2021, April 15, 2021, and July 10, 2021. For each subsequent term in 2022 and 2023, payments shall be made in the same increment payment structure for \$37,500 per year during the Agreement. Upon submission of any such invoice, if CITY is satisfied that CONSULTANT is making satisfactory progress toward completion of tasks in accordance with this Agreement, CITY shall approve and process the appropriate installment payments, within thirty (30) days of receipt of the invoice by CITY. Such approval shall not be unreasonably withheld. If CITY does not approve an invoice, CITY shall notify CONSULTANT in writing of the reasons for non-approval and the schedule of performance set forth in **Exhibit "A"** may at the option of CITY be suspended until the parties agree that past performance by CONSULTANT is in, or has been brought into compliance, or until this Agreement has expired or is terminated as provided herein. Such invoice shall:

- A) Reference this Agreement;
- B) Describe the services performed;
- C) Show the total amount of the payment due;
- D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
- E) For all payments include an estimate of the percentage of work completed.

3. Any billings for extra work or additional services authorized in advance and in writing by CITY shall be invoiced separately to CITY. Such invoice shall contain all of the information required above, and in addition shall list the hours expended and hourly

rate charged for such time. Such invoices shall be approved by CITY if the work performed is in accordance with the extra work or additional services requested, and if CITY is satisfied that the statement of hours worked and costs incurred is accurate. Such approval shall not be unreasonably withheld. Any dispute between the parties concerning payment of such an invoice shall be treated as separate and apart from the ongoing performance of the remainder of this Agreement.