

ADDENDUM TO THE MASTER PROFESSIONAL SERVICES AGREEMENT

1. STATEMENT OF WORK AND SERVICES

Pursuant to the Master Professional Services Agreement (Agreement) entered into on June 19, 2020 between Hillard Heintze (Company) and City of Urbana (Client), both parties agree to the Scope of Work as outlined in accompanying proposal and summarized in this Addendum.

2. TERM OF AGREEMENT

The term of this Addendum will begin July 31, 2020 and be in effect until delivery of Services in accordance with this Addendum or as terminated in accordance with the Agreement.

3. SERVICES

Company will seek to engage key community stakeholders to obtain their perspective on the independent sufficiency review report and the Urbana Police Department's (UPD) use of force review policy and practices. This engagement will result in a published report including a summary of themes and recommendations from the feedback of community stakeholders.

Company's team will consist of subject-matter experts in policing and community engagement. Mark Giuffre will be the project manager and supported by Company staff. Given social distancing restrictions, a significant portion of the work will be conducted remotely, through use of digital engagement tools.

Company will use standards of practice and professional experience in conducting its engagement to:

- Engage identified community stakeholders regarding their perception of the independent review findings and their expectations regarding the UPD use of force review policy and practices. Key community stakeholders will be identified by the City and UPD and other community stakeholders as time and resources permit.
- Conduct at least two virtual engagement sessions (with no more than 50 people per session). **Additional use of virtual platforms with community members will increase the scope of work and pricing for the project.** Should this become an issue, we will work with the City to identify an appropriate strategy.
- Develop common themes and concepts arising from the discussions as they relate to the independent review and the UPD's use of force review policies and practices.

Deliverable: Company will deliver an independent summary of themes identified from the community perspectives of the UPD use of force review policy and practices and recommendations for next steps.

The goal will be to identify recommendations that comport with standard police practices and support community concerns to advance strong police community engagement and relationships in Urbana.

Upon execution of this agreement Company will prepare for the two community stakeholder virtual engagement sessions to be conducted following the delivery of the Hillard Heintze independent review report.

The anticipated delivery date of the summary of themes of the community perspectives and recommended next steps is September 30, 2020. This delivery date is subject to change based upon the availability of relevant individuals for participation in the virtual engagement sessions.

First Draft Delivery: Using virtual engagement tools, Company will discuss key findings and recommendations and deliver a draft report on September 16, 2020. Client will have one week for review and edit of any factual errors, at which time Company will have one week to correct the errors and deliver a final summary of themes of the community perspectives and recommended next steps report.

Final Report Delivery: Company will deliver its final report one week after Client returns its edited version of the first draft, and this is anticipated to be September 30, 2020.

- Subsequent work, edits and review, not attributable to factual errors, will be charged at the Company's consulting rate of \$195 per hour.

City Council Virtual Presentation: Company will conduct a virtual high-level presentation that provides an overview of the findings and recommendations to the Urbana City Council after the delivery of the final report and at a date to be determined, but no later than 45 days after the final delivery. Company will answer questions from the Urbana Council members during the virtual presentation. If Client elects an in-person presentation, fees will increase to accommodate travel and time utilization of the presenters.

4. FEES AND EXPENSES

Fees: Company will bill Client for services at \$195 per hour. Based on scoping of the current known needs, 55 hours (\$10,725) will be needed to complete the work. Fees are currently estimated for a level of effort based upon no more than 50 participants per virtual engagement session. If community outreach and/or demand expands beyond that number, Company will consult with Client as to options, including expansion of scope.

Reimbursable Expenses: The fees listed above do not include expenses. Expenses will be billed in the invoices issued by the Company in accordance with Section 3 of the Agreement. It is anticipated that most expenses will be mileage based.

5. PAYMENT

Company will invoice Client on a monthly basis for services and expenses incurred. In accordance with the Agreement, payments will be due within 30 days of invoicing.

Billing Points of Contact: The following parties are the appropriate points of contact relative to inquiries about billing and expenses:

Company Billing Contact

Name: Dave Engelland
Title: Accounting Manager
Email: dave.engelland@hillardheintze.com
Phone: 312.869.8500

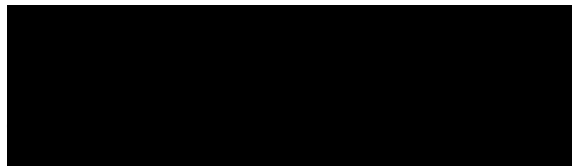
Client Billing Contact

Name: Carol Mitten
Title: City Administrator
Email: cjmitten@urbanaininois.us
Phone: 217.384.2454

IN WITNESS WHEREOF, the Parties have executed this Statement of Work and Services as of July 14, 2020 pursuant to the Master Professional Services Agreement dated June 19, 2020.

HILLARD HEINTZE LLC,
A Jensen Hughes Company

CITY OF URBANA



Name: Debra Kirby

Name: Diane Marlin

Title: Senior Vice President of Operations

Title: Mayor