**Contract Summary Form**

**Gatzke Dillon & Ballance LLP**

**Subcontractors**

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| **This contract does not include subcontractors or pass through to other providers.** |

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| **Contract Operating Expenses** |

County shall reimburse Attorneys for their actual out-of-pocket expenses without mark-up, excluding expenses generally considered as overhead already reflected in the Attorney’ hourly rates.

1. Reimbursable ordinary expenses shall include (with prior approval by County Counsel if amount charged in any one month exceeds $500.00), if they are a reasonable and necessary incident and consequence of the assigned services authorized by County Counsel, the following:
	1. Transcript fees.
	2. Postage.
	3. Messenger service.
	4. Process service.
	5. Document reproduction by outside vendor.
	6. In-house document reproduction.
2. Reimbursable extraordinary expenses include charges of which Attorneys have obtained County Counsel’s prior approval. Such expenses include, but not be limited to:
	1. Consultants, up to $150,000 per contract, unless otherwise authorized by the Board of Supervisors.
	2. Expert witnesses up to $150,000 per contract, unless otherwise authorized by the Board of Supervisors.
	3. Travel outside the counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego. Such extraordinary expenses shall be reimbursed at the IRS prevailing rate for mileage only.
	4. Investigative services.
	5. Any expense item exceeding Five Hundred Dollars ($500.00).
3. Non-reimbursable expenses include, but not be limited to:
	1. Staff time or overtime for performing secretarial, clerical, or word processing functions.
	2. Charges for time spent to provide necessary information for County audits or billing inquiries.
	3. Charges for work performed which had not been authorized by County Counsel. Such work shall be a gratuitous effort by Attorneys.
	4. Mileage, travel expenses or telephone expenses within the counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego.