Council Meeting of
February 7, 2012

Honorable Mayor and Members
Of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Development - Approve contract amendment for temporary building inspection services.

Expenditure: $27,000.

RECOMMENDATION

Recommendation of the Community Development Director that City Council:

1) Approve an amendment to the Consulting Services Agreement with Leaf C. Stilson (C2011-116) for building inspection services on a temporary basis for the remainder of fiscal year 2011-2012, in the amount of $27,000, for a total not to exceed $62,000.

Funding

Funding is available from the Community Development Department's Operating Budget.

BACKGROUND/ANALYSIS

The City is responsible for inspecting private property construction projects to ensure compliance with all applicable building codes. This is the primary duty of the Inspection Section in the Building Regulations Division of the Community Development Department.

During the past year, there has been a high demand for inspection services due to the high level of industrial and commercial construction activity in the City. It

appears that this high demand will continue as several new large commercial projects are underway and several more are pending approvals.

To mitigate the impacts on the service levels, the Division hired two consultants at the beginning of the current fiscal year to support the Inspection Section. The two consultants perform field inspection duties and have allowed the Division to maintain a high level of inspection quality, as well as, customer service that provides next day inspections. The cost of the consultants will be offset from salary savings due to the two vacant positions currently within the Division.

The additional amount of $27,000 brings the total contract with Leaf C. Stilson to $62,000, therefore, requires approval from your Honorable Body.

The current contract expired on January 31, 2012 due to oversight and this amendment, if approved, will extend it to June 30, 2012. In the future, the Division will improve the tracking of contracts to avoid this type of issue.

The contract amendment before Your Honorable Body is to retain the services of a consultant who can provide experienced inspection services on a temporary basis. This additional staffing will provide normal levels of service for the remainder of the fiscal year.

Respectfully submitted,

JEFFERY W. GIBSON
Community Development Director

By _____
Felipe Segovia
Building Regulations Administrator

CONCUR:

_____
Jeffery W. Gibson
Community Development Director

_____
LeRoy J. Jackson
City Manager

Attachment: A) Consulting Services Agreement with Leaf C. Stilson.

SECOND AMENDMENT TO CONSULTING SERVICES AGREEMENT C2011-116

This SECOND AMENDMENT TO CONSULTING SERVICES AGREEMENT C2011-116 ("Second Amendment") is made and entered into as of February 1, 2012 (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Leaf C. Stilson, a sole proprietorship ("CONSULTANT").

RECITALS:

A. In Consulting Service Agreement C2011-116 (the "Agreement"), CITY previously retained the services of CONSULTANT to provide building inspection services on an as-needed basis.

B. CITY and CONSULTANT entered into a First Amendment to Consulting Services Agreement on December 28, 2011 to extend the Agreement through January 31, 2012 and to increase the fees in an amount not to exceed $35,000.

C. CONSULTANT represents that he continues to be qualified to perform those services.

D. CITY is satisfied with the level of service provided by the CONSULTANT.

E. The parties wish to extend the Agreement through June 30, 2012 and to increase the fees payable by an additional $27,000.00.

AGREEMENT:

1. Paragraph 2 of the Agreement is amended to read in full as follows:

   "**TERM**
   Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through June 30, 2012."

2. Paragraph 3.A of the Agreement is amended to read in full as follows:

   "**COMPENSATION**
   A. CONSULTANT's Fee.

   For services rendered pursuant to this Agreement, CONSULTANT will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONSULTANT, for services initially contemplated by this Agreement, exceed the sum of $62,000.00 ("Agreement Sum"), unless otherwise first approved in writing by CITY."

3. Except as expressly so amended, the Agreement remains in full force and effect.

CITY OF TORRANCE
a municipal corporation

_____
Frank Scotto, Mayor

ATTEST:

_____
Sue Herbers, City Clerk

APPROVED AS TO FORM:
JOHN L. FELLOWS III
City Attorney

By: _____

Leaf C. Stilson
a sole proprietorship

By:_____
Leaf C. Stilson

FIRST AMENDMENT TO CONSULTING SERVICES AGREEMENT C2011-116

This FIRST AMENDMENT TO CONSULTING SERVICES AGREEMENT C2011-116 ("First Amendment") is made and entered into as of December 28, 2011 (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Leaf C. Stilson, a sole proprietorship ("CONSULTANT").

RECITALS:

A. In Consulting Service Agreement C2011-116 (the "Agreement"), CITY previously retained the services of CONSULTANT to provide building inspection services on an as-needed basis.

B. CONSULTANT represents that he continues to be qualified to perform those services.

C. The parties wish to extend the Agreement through January 2012 and to increase the fees payable to an amount not to exceed $35,000.

AGREEMENT:

1. Paragraph 2 of the Agreement is amended to read in full as follows:

   "**TERM**
   Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through January 31, 2012."

2. Paragraph 3.A of the Agreement is amended to read in full as follows:

   "**COMPENSATION**
   A. CONSULTANT's Fee.

   For services rendered pursuant to this Agreement, CONSULTANT will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONSULTANT, for services initially contemplated by this Agreement, exceed the sum of $35,000 ("Agreement Sum"), unless otherwise first approved in writing by CITY."

C2011-116

1st COPY

3. Except as expressly so amended, the Agreement remains in full force and effect.

CITY OF TORRANCE
a municipal corporation

Jeffery W. Gibson
Community Development Director

LeRoy J. Jackson, City Manager

APPROVED AS TO FORM:
JOHN L. FELLOWS III
City Attorney

By: _____

Leaf C. Stilson
a sole proprietorship

By: _____
Leaf C. Stilson

CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT ("Agreement") is made and entered into as of July 1, 2011 (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Leaf C. Stilson, a sole proprietor ("CONSULTANT").

RECITALS:

A. CITY wishes to retain the services of an experienced and qualified CONSULTANT to provide building inspection services on an as-needed basis.

B. CONSULTANT represents that it is qualified to perform those services.

AGREEMENT:

1. SERVICES TO BE PERFORMED BY CONSULTANT

CONSULTANT will provide the services listed in the Scope of Services attached as Exhibit A. CONSULTANT warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

2. TERM

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through December 31, 2011.

3. COMPENSATION

A. CONSULTANT's Fee.

For services rendered pursuant to this Agreement, CONSULTANT will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONSULTANT, for services initially contemplated by this Agreement, exceed the sum of $30,250.00 ("Agreement Sum"), unless otherwise first approved in writing by CITY.

B. Schedule of Payment.

Provided that the CONSULTANT is not in default under the terms of this Agreement, upon presentation of an invoice, CONSULTANT will be paid monthly the fees described in Paragraph 3.A. above, according to the Compensation Schedule. Payment will be due within 30 days after the date of the monthly invoice.

4. TERMINATION OF AGREEMENT

A. Termination by CITY for Convenience.

1. CITY may, at any time, terminate the Agreement for CITY's convenience and without cause.

C2011-116

COPY

2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONSULTANT will:

   a. cease operations as directed by CITY in the notice;
   b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
   c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

3. In case of such termination for CITY's convenience, CONSULTANT will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.

2. In the event this Agreement is terminated for cause by the default of the CONSULTANT, the CITY may, at the expense of the CONSULTANT and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys due the CONSULTANT under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONSULTANT and its surety from liability for the default. Under these circumstances, however, the CONSULTANT and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.

3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONSULTANT or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONSULTANT or any of its officers, directors, shareholders,

employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONSULTANT's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONSULTANT has been given notice and an opportunity to present evidence in mitigation.

5. FORCE MAJEURE

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental control, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

6. RETENTION OF FUNDS

CONSULTANT authorizes CITY to deduct from any amount payable to CONSULTANT (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate CITY for any losses, costs, liabilities, or damages suffered by CITY, and all amounts for which CITY may be liable to third parties, by reason of CONSULTANT's negligent acts or omissions or willful misconduct in performing or failing to perform CONSULTANT's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONSULTANT, or any indebtedness exists that appears to be the basis for a claim of lien, CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONSULTANT to insure, indemnify, and protect CITY as elsewhere provided in this Agreement.

7. CITY REPRESENTATIVE

Felipe Segovia is designated as the "City Representative," authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by CITY under this Agreement, those actions will be taken by the

City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONSULTANT.

8. CONSULTANT REPRESENTATIVE(S)

The following principal(s) of CONSULTANT are designated as being the principal(s) and representative(s) of CONSULTANT authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Leaf C. Stilson

9. INDEPENDENT CONTRACTOR

The CONSULTANT is, and at all times will remain as to CITY, a wholly independent contractor. Neither CITY nor any of its agents will have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees, except as otherwise set forth in this Agreement. The CONSULTANT may 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.

10. BUSINESS LICENSE

The CONSULTANT must obtain a City business license prior to the start of work under this Agreement, unless CONSULTANT is qualified for an exemption.

11. OTHER LICENSES AND PERMITS

CONSULTANT warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

12. FAMILIARITY WITH WORK

By executing this Agreement, CONSULTANT warrants that CONSULTANT (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONSULTANT warrants that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONSULTANT discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONSULTANT must immediately inform CITY of that fact and may not proceed except at CONSULTANT's risk until written instructions are received from CITY.

13. CARE OF WORK

CONSULTANT must adopt reasonable methods during the term of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by CITY, except those losses or damages as may be caused by CITY's own negligence.

14. CONSULTANT'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS

Records of the CONSULTANT's time pertaining to the project, and records of accounts between CITY and the CONSULTANT, will be kept on a generally recognized accounting basis. CONSULTANT will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to CITY during normal working hours. CONSULTANT will maintain these records for three years after final payment.

15. INDEMNIFICATION

CONSULTANT will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONSULTANT, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONSULTANT's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONSULTANT will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONSULTANT will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

16. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer or employee of CITY will be personally liable to CONSULTANT, in the event of any default or breach by the CITY or for any amount that may become due to CONSULTANT.

17. INSURANCE

A. CONSULTANT must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:

1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:

   a. Primary Bodily Injury with limits of at least $500,000 per person, $1,000,000 per occurrence; and

   b. Primary Property Damage of at least $250,000 per occurrence; or

c. Combined single limits of $1,000,000 per occurrence.

2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least $1,000,000 per occurrence.

3. Professional liability insurance with limits of at least $1,000,000 per occurrence.

4. Workers' Compensation with limits as required by the State of California and Employers Liability with limits of at least $1,000,000.

B. The insurance provided by CONSULTANT will be primary and non-contributory

C. CITY, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.

D. CONSULTANT must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work.

E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.

18. SUFFICIENCY OF INSURERS AND SURETIES

Insurance or bonds required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the CONSULTANT agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONSULTANT will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

19. CONFLICT OF INTEREST

A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.

B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

20. NOTICE

A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:

1. Personal delivery. When personally delivered to the recipient: notice is effective on delivery.

2. First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.

3. Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.

4. Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.

5. Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

6. Addresses for purpose of giving notice are as follows:

CONSULTANT:	Leaf C. Stilson 2717 South Denison Avenue San Pedro, CA 90731 310.214.1001 Fax: 310.214.1001
CITY:	City Clerk City of Torrance 3031 Torrance Boulevard Torrance, CA 90509-2970 Fax: (310) 618-2931

B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.

C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either CITY or CONSULTANT without the prior written consent of the other.

22. INTEGRATION; AMENDMENT

This Agreement represents the entire understanding of CITY and CONSULTANT as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

23. INTERPRETATION

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

24. SEVERABILITY

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

25. TIME OF ESSENCE

Time is of the essence in the performance of this Agreement.

26. GOVERNING LAW; JURISDICTION

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

27. COMPLIANCE WITH STATUTES AND REGULATIONS

CONSULTANT will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

28. WAIVER OF BREACH

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not

be a waiver of any other default concerning the same or any other provision of this Agreement.

29. ATTORNEY'S FEES

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

30. EXHIBITS

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

31. CONSULTANT'S AUTHORITY TO EXECUTE

The person(s) executing this Agreement on behalf of the CONSULTANT warrant that (i) the CONSULTANT is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONSULTANT; (iii) by so executing this Agreement, the CONSULTANT is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONSULTANT is bound.

CITY OF TORRANCE
a Municipal Corporation

Jeffery W. Gibson
Community Development Director

LeRoy J. Jackson, City Manager

APPROVED AS TO FORM:
JOHN L. FELLOWS III
City Attorney

By: _____
John L. Fellows III

Leaf C. Stilson
a sole proprietorship

By: _____
Leaf C. Stilson

Attachments: Exhibit A Scope of Services
Exhibit B Compensation Schedule

EXHIBIT A

SCOPE OF SERVICES

Inspector shall read and study project specificatons, plans, reports, and calculations to become familiar with project(s) prior to inspection to ensure structural and architectural stability.

Inspector shall perform and document comprehensive field inspections on assigned construction projects to determine that all aspects of the project work conform to applicable and adopted Building, Plumbing, Mechanical, and Electrical codes, as well as zoning ordinances, energy conservation and ADA requirements.

Review plans for building construction, plumbing, mechanical, and electrical systems.

Participate in reviews regarding related projects with technical consultants, Fire Officials, Health Officials, and other City & County agencies.

Prepare correction notices and notices of non-compliance durng inspections and maintain a record of non-complying items and follow-up to resolutions of each items. Record conferences with contractors, engineers, architects and manufacturers.

Utilitize the City's automated permit tracking system to obtain and record pertinent job information and records.

Provide technical support at the department's public counter, and assist with permit issuance, as necessary.

EXHIBIT B

COMPENSATION SCHEDULE

Building Inspector	**$30.00 per hour**

1st one

City of Torrance
CONTRACT ROUTING SHEET

City Attorney Work Request WR No. 004535	Council approval date / Item Number	Contract No. C2011-002
New World Requisition Number	Released by City Clerk Date: 01-19-2011	Amendment #

Part 1 Contract General Information (Complete for all contracts)

Originating Department Community Development final approval E-Mail FSegovia@Torranceca.gov

Project Manager Felipe Segovia Phone 310.618.5910

Subject Temporary Building Inspection Services Bid/RFP # (If applicable)

Contractor Name Leaf C. Stilson ✓ Contact Name Leaf C. Stilson

Address 11316 Charnock Road, Los Angeles, CA 90066 ZIP Area Code/Phone 310.397.2509

Contract Dates From 01/03/11 ✓ To 07/03/11 ✓ Amount Not to exceed $30,250 ✓

Insurance Requirements: (Mark all applicable)

- ☑ Auto WAIVED
- ☑ Gen Liability WAIVED
- ☑ Wrkrs Comp WAIVED
- ☐ Performance Bond
- ☐ Payment Bond
- ☑ Prof. Liability WAIVED
- ☐ Other (List)

Permits Necessary ☐ No ☐ Yes

If yes - List

Fund # (4 digit code):

ORG # or Department ID # (10 digit code):

Project # (7 digit code):

Account # (4 digit code):

Attach sheet for multi-point charges

Business License # SRVC120095

If exempt, attach Finance Dept. confirmation email.

Contractor Tax I.D.

Part 2 Approval Routing for Service Only, Construction or Public Works Contracts

Requires City Manager conceptual approval via email

A	B	C	D
One Time Purchase (Purchase Order)	Frequently Purchased from one Vendor	One Time Purchase (Purchase Order)	Frequently Purchased from one Vendor
$10,000 - $39,999	$10,000 - $39,999	$40,000 and over	$40,000 and over
See Purchasing Agreements Flow Chart Attachment C	See Purchasing Agreements Flow Chart Attachment E	See Purchasing Agreements Flow Chart Attachment C	See Purchasing Agreements Flow Chart Attachment E
____ City Manager conceptual email OK ____ Department Create Requisition ____ City Attorney 12-30-10 Approve as to form & signature 12-30-10 Clerk Assign contract number 1-3-11 Contractor Signature 12-30-10 Department Signature 1-3-11 City Manager Signature		____ City Manager conceptual email OK ____ Department Create Requisition ____ City Attorney Approve as to form ____ Department Prepare Agenda item ***Agenda Item Routing*** ____ City Attorney Final review ____ Finance Funding OK ____ City Manager Signature ____ City Clerk Receive Agenda Transmittal & Contract Routing Sheet - assign contract number	CONTINUED ____ Contractor Signature ____ City Attorney Signature ____ Mayor Signature ____ City Clerk Signature & official record *CITY CLERK RELEASE* • ***City Clerk will send Contractor a duplicate original*** • ***Department & Finance - Accts Payable will receive copies for their files when released.***
____ Department Route New World Requisition referencing Contract Number	____ Department Route New World Requisition referencing Contract Number	____ Department Route New World Requisition referencing Contract Number	____ Department Route New World Requisition referencing Contract Number
____ Purchasing Creates a Blanket Purchase Order referencing the Contract Number to facilitate contract payment.	____ Purchasing Creates either a New World Vendor Contract Form or a Blanket Purchase Order using the Contract Number to facilitate contract payment	____ Purchasing Creates a Blanket Purchase Order referencing the Contract Number to facilitate contract payment.	____ Purchasing Creates a New World Vendor Contract Form using the Contract Number to facilitate contract payment.