

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

February 23, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **AWARD OF CONTRACT TO HUMANNOVATIONS TO PROVIDE MENTAL HEALTH SERVICES AND/OR SOCIAL SERVICES**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners ("Board"):

1. Award a contract, substantially in the form on file, to Humannovations to provide Mental Health Services and/or Social Services for the Library on an as-needed and as-requested basis and find the proposal submitted to be responsive to the Request for Qualifications to Provide Mental Health Services and/or Social Services (RFQ).
2. Find, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees.
3. Authorize the City Librarian and City Attorney to make technical and clerical changes, if needed, to the contract.
4. Authorize the Board President and the Board Secretary to execute the contract upon completion of all required approvals.
5. Adopt the attached Resolution regarding the award and execution of the contract to provide Mental Health Services and/or Social Services.

**B. FINDINGS:**

1. On January 27, 2022, the Board approved the release of an RFQ to find qualified and experienced entities to provide mental health services and/or social services at the Central Library and the 72 Branch Libraries (Library Resolution No. 2022-7).
2. The RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022.

3. Addendum No. 1 to the RFQ was released on April 5, 2022. It revised the due date for proposals to June 30, 2022 and changed the Mandatory Pre-Proposal Conference date to May 18, 2022.
4. Addendum No. 2 to the RFQ was released on May 27, 2022. It revised the due date for proposals to July 14, 2022 and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022.
5. On October 13, 2022, the Board authorized staff to repost the RFQ with a rolling submission due date of December 6, 2022, to allow qualified organizations that were unable to meet the first deadline an opportunity to be considered and allow staff to present contract award recommendations to the Board as the proposals were submitted, reviewed, and evaluated (Library Resolution No. 2022-36 [C-30]).
6. On October 14, 2022, Library staff reposted the RFQ.
7. Addendum No. 1 to the RFQ Repost was released on October 27, 2022. It revised the due date for proposals to January 10, 2023 and added a Non-Mandatory Pre-Proposal Conferences on December 7, 2022
8. Addendum No. 2 to the RFQ Repost was released on October 27, 2022. It revised the due date for proposals to January 10, 2023. On January 10, 2023, the Library received a proposal from Humannovations. Library staff reviewed the proposal and determined that the proposer was qualified to perform the proposed services and that the proposal was responsive to the RFQ submittal requirements.
9. Staff recommends that the Board award a contract to Humannovations. The term of the proposed contract will be for five years in an amount not to exceed \$860,267 per fiscal year (July 1 - June 30). No minimum amount of work or compensation is guaranteed, and all work will be performed on an as-needed and as-requested basis.
10. The Library does not have the appropriate staff in its employ to perform the mental health services and/or social services required to support Library staff and patrons. Staff therefore requests that the Board find that the services are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by independent contractors than by City employees.
11. Funds are available in Contractual Services Account 3040 to compensate the Humannovations for services in accordance with the proposed contract.
12. The contract has been reviewed by the City Attorney and is ready to be transmitted for processing.

Attachments

Project Manager: Karen Pickard-Four, Library Experience Office Lead

Prepared by: Claudia Aguilar, Senior Management Analyst

Reviewed by: Madeleine M. Rackley, Business Office Manager

Susan Broman, Assistant City Librarian

RESOLUTION

**LIBRARY RESOLUTION NO. 2023-XX (C-XX)**

**WHEREAS**, on January 27, 2022, the Board of Library Commissioners (Board) approved the release of a Request for Qualifications (RFQ) to provide Mental Health Services and/or Social Services at the Library on an as-needed and as-requested basis (Library Resolution No. 2022-7);

**WHEREAS**, the RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022;

**WHEREAS**, addendum No. 1 to the RFQ was released on April 5, 2022. It revised the due date for proposals to June 30, 2022, and changed the Mandatory Pre-Proposal Conferences date to May 18, 2022;

**WHEREAS**, addendum No. 2 to the RFQ was released on May 27, 2022. It revised the due date for proposals to July 14, 2022, and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022;

**WHEREAS**, on October 13, 2022, the Board authorized staff to repost the RFQ with a rolling submission due date of no later than December 6, 2022, to allow qualified organizations that were unable to meet the first deadline an opportunity to be considered and allow staff to present contract award recommendations to the Board as the proposals were submitted, reviewed and evaluated (Library Resolution No. 2022-36 [C-30]);

**WHEREAS**, on October 14, 2022, Library staff reposted the RFQ;

**WHEREAS**, addendum No. 1 to the RFQ Repost was released on October 27, 2022. It revised the due date for the proposal to January 10, 2022, and added a Non-Mandatory Pre-Proposal Conferences on December 7, 2022;

**WHEREAS**, addendum No. 2 to the RFQ Repost was released on October 27, 2022. It revised the due date for proposals to January 10, 2023;

**WHEREAS**, on January 10, 2023, Humannovations (Contractor) submitted a proposal. Library staff reviewed the proposal and found the proposal to be responsive to the RFQ submittal requirements, and an evaluation panel of Library employees evaluated the proposal and determined that the organization was qualified to perform the proposed services;

**WHEREAS**, funds are available to compensate the Contractor for services in accordance with the Agreement.

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approve the contract with the aforementioned organization to provide Mental Health Services and/or Social Services for the Library as stated in the report;

**FURTHER RESOLVED**, that the Board authorize the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and,

**FURTHER RESOLVED**, that the Board authorize the Board President and Board Secretary to execute the contract upon the completion of all required approvals.

This is a true copy:

**AGREEMENT BETWEEN  
THE LOS ANGELES PUBLIC LIBRARY  
AND  
HUMANNOVATIONS  
TO PROVIDE  
MENTAL HEALTH SERVICES AND/OR SOCIAL SERVICES**

**This Agreement** is entered into by and between the City of Los Angeles (hereinafter "City"), a municipal corporation, acting by and through its Board of Library Commissioners (hereinafter "Board" or "Library"), and Humannovations (hereinafter "Contractor"). Library and Contractor may be referred to herein individually as a "Party" or collectively as the "Parties."

**WHEREAS**, on January 27, 2022, the Board approved the release of a Request for Qualifications (RFQ) to provide Mental Health Services and/or Social Services at the Library (Library Resolution No. 2022-7);

**WHEREAS**, the RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022;

**WHEREAS**, addendum No. 1 to the RFQ was released on April 5, 2022, and revised the due date for the proposal to June 30, 2022, and changed the Mandatory Pre-Proposal Conferences date to May 18, 2022;

**WHEREAS**, addendum No. 2 to the RFQ was released on May 27, 2022, and revised the due date for proposals to July 14, 2022, and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022;

**WHEREAS**, on October 13, 2022, the Board authorized staff to repost the RFQ with a rolling submission due date of no later than December 6, 2022, to allow qualified organizations that were unable to meet the first deadline an opportunity to be considered and allow staff to present contract award recommendations to the Board as the proposals are submitted, reviewed, and evaluated (Library Resolution No. 2022-36 [C-30]);

**WHEREAS**, on October 14, 2022, Library staff reposted the RFQ;

**WHEREAS**, addendum No. 1 to the RFQ Repost was released on October 27, 2022, and revised the due date for the proposal to January 10, 2022, and added a Non-Mandatory Pre-Proposal Conferences on December 7, 2022;

**WHEREAS**, addendum No. 2 to the RFQ Repost was released on October 27, 2022, and revised the due date for proposals to January 10, 2023;

**WHEREAS**, on January 10, 2023, the Contractor submitted a proposal. Library staff reviewed the proposal and found it to be responsive to the RFQ submittal requirement; and an evaluation panel of Library employees determined Contractor to be qualified to perform the proposed services;

**WHEREAS**, on February 23, 2023, the Board approved the award of a contract to Contractor for a term of five years in an amount not to exceed \$860,267 per fiscal year (July 1 – June 30);

**WHEREAS**, on February 23, 2023, the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees; and

**WHEREAS**, funds are available to compensate the Contractor for services in accordance with the Agreement.

**NOW, THEREFORE**, in consideration of the promises, and of the mutual covenants and agreements herein contained, the Parties hereto agree as follows:

**I.0 DOCUMENTS**

This Agreement shall be composed of the following documents which shall be made a part hereof as though fully set forth herein:

**I.1** The Agreement.

- I.2 Standard Provisions for City Contracts (Rev. 9/22 [v.1]), which are attached and incorporated by reference as Exhibit A.
- I.3 The Request for Qualifications to provide Mental Health Services and/or Social Services released on February 18, 2022, and reposted on October 14, 2022, which is attached and incorporated by reference as Exhibit B.
- I.4 Contractor's response to the Request for Qualifications to provide Mental Health Services and/or Social Services, which is attached and incorporated by reference as Exhibit C.
- I.5 Confidentiality Agreement which is attached and incorporated by reference as Exhibit D.
- I.6 Selection Documents:
  - Exhibit E – Notice of Available Work
  - Exhibit F – Notice to Proceed
  - Exhibit G – Supplemental Notice to Proceed

The abovementioned "Selection Documents" are incorporated by reference as Exhibit E "Notice of Available Work", Exhibit F "Notice to Proceed", and Exhibit G "Supplemental Notice to Proceed". The process to select Contractor to provide specific mental health services and/or social services is detailed in Section 6 ("Project Bid Process") of this Agreement.

## **2.0 ORDER OF PRECEDENCE**

This Agreement contains the full and complete Agreement between the Parties. No verbal agreement or conversation with any officer or employee of either Party shall affect or modify any of the terms and conditions of this Agreement. Resolution of any conflicting provisions in the documents constituting this Agreement shall be resolved by considering the documents according to the following order of precedence:

- 2.1 The Agreement.
- 2.2 Standard Provisions for City Contracts (Rev. 9/22 [v.1]) (Exhibit A).
- 2.3 The Request for Qualifications to provide Mental Health Services and/or Social Services released on February 18, 2022, and reposted on October 14, 2022 (Exhibit B).
- 2.4 Contractor's response to the Request for Qualifications to Provide Mental Health Services and/or Social Services (Exhibit C).
- 2.5 Confidentiality Agreement (Exhibit D).
- 2.6 Selection Documents:

Exhibit E – Notice of Available Work  
Exhibit F – Notice to Proceed  
Exhibit G – Supplemental Notice to Proceed

### **3.0 INDEMNIFICATION AND INSURANCE REQUIREMENTS**

The insurance and indemnification provisions shall be as required by the Standard Provisions for City Contracts (Rev. 9/22 [v.1]) (Exhibit A).

### **4.0 TERM OF AGREEMENT**

The term of this Agreement shall be for five years and shall begin upon the date of execution.

This Agreement does not guarantee that the Library will need or request any minimum amount of services or materials.

### **5.0 SCOPE OF WORK**

5.1 Contractor shall provide the following services:

- A. Prevent disruptive incidents by patrons: work with Library staff and LAPD Security to develop and implement a unified strategy for dealing with people in crises and disruptive situations.
- B. Train Library staff and volunteers: Develop programs to train Library staff to work with patrons who are housing insecure, who have mental health or substance abuse problems, who display threatening and/or disruptive behavior, or are undergoing a crisis.
- C. Train Library staff and volunteers: providing training on various subjects, including, but not limited to de-escalation techniques, situational awareness, conflict management, stress inoculation, stress management, trauma informed care, connecting people to resources, and anti-harassment training.
- D. Provide support for Library staff and volunteers: provide immediate short-term therapeutic support to Library staff following a violent or traumatic event, assist staff through the Employee Assistance Program (EAP) or employees' health providers, provide additional counseling for LAPL staff who have experienced a traumatic event in the course of their duties in the Library.

5.2 Contractor shall provide the aforementioned services to the Library as virtual and online services.

5.3 Contractor shall provide the type(s) of professional services as described in Exhibit C ("Contractor's Response to the Request for Qualifications to provide Mental Health Services and/or Social Services") of this Agreement on an as-needed and as-requested basis.

**5.4** Contractor shall respond in a timely manner to all Notices of Available Work and Notices to Proceed issued by the Library as described in Section 6 (“Project Bid Process”) of this Agreement.

**6.0 PROJECT BID PROCESS**

The following is the process that the Library will utilize to select specific Contractors for specific Mental Health Services and/or Social Services during the term of this Agreement:

**6.1** Library, on an as-needed basis, will issue a written Notice of Available Work to all applicable Contractors for specific projects. The Notice of Available Work will include, at minimum, the following: scope of work and/or work specifications; Library expectations; work location(s); project bid requirements and evaluation criteria; Contractor response due date and time; and other pertinent information the Library deems necessary.

**6.2** Contractors interested in the project(s) will respond with a written project proposal that meets the requirements of the Notice of Available Work.

**6.3** Library will review the submitted responses and select the Contractor that best meets the evaluation criteria as follows:

<b>CRITERIA CATEGORY</b>	<b>MAXIMUM POINTS</b>
Ability to perform the requested work by demonstrating an understanding of the needs of the Library and Library patrons.	30
Ability to perform the requested work by demonstrating past experience on similar projects.	30
Ability to provide the requested work at a reasonable cost to the Library.	20
Submission of a high-quality professional response demonstrating the ability to perform the requested work.	20
<b>TOTAL</b>	<b>100</b>

**6.4** Library will issue a written Notice to Proceed to the selected Contractor which will authorize Contractor to begin work and specify a “Not to Exceed” compensation amount based on the Contractor’s response. The Contractor shall complete the work within the timeframe indicated on the Notice to Proceed.

- 6.5** Any revisions to the project must be approved in writing by the City Librarian, or designee, and memorialized on a Supplemental Notice to Proceed.
- 6.6** The Library reserves the right to not issue and/or to cancel or rescind any Notice of Available Work or Notice to Proceed or Supplemental Notice to Proceed at any time.

**7.0 PAYMENT**

Contractor shall not incur any costs (e.g., for labor, equipment, materials or other expense), and Library shall not be liable for costs or reimbursement of costs incurred by Contractor, without the prior written approval of the City Librarian or designee.

The amount for services and materials to be acquired from the Contractor will not exceed \$860,267 per fiscal year (July 1 – June 30). No minimum amount of work or payment is guaranteed.

**8.0 BILLING AND INVOICES**

- 8.1** Contractor shall submit itemized invoices to Library, indicating therein the services performed for which payment is requested. Payment of all invoices shall be subject to review and approval of Library management, which shall not be unreasonably withheld.
- 8.2** To ensure that services provided are measured against the services detailed in this Agreement, the Controller of the City of Los Angeles has developed a policy requiring that specific supporting documentation be submitted with invoices. Contractor is required to submit invoices that conform to City Standards and include, at a minimum, the following information:
- A. Name and address of Contractor
  - B. Name and address of City Department being billed (Library Department)
  - C. Date of invoice and period covered
  - D. Agreement Number or Authority Number
  - E. Description of completed task and amount due for task
  - F. Remittance address
- 8.3** All invoices shall be submitted on Contractor's letterhead and contain Contractor's official logo, or other unique and identifying information such as the name and address of Contractor. Invoices shall be submitted to the Library by Contractor within 30 days of service or monthly, whichever is

sooner. Invoices are considered completed when appropriate documentation or services provided are signed off as satisfactory by the Library Representative listed in Section 12.0 ("Contract Representatives") of this Agreement. If invoice is insufficient or unsatisfactory, the Library's Representative shall inform Contractor of any defect within 10 business days of receipt of the invoice from Contractor, and Contractor shall have five business days to provide a corrected invoice to the Library. Satisfactory invoices shall be paid by the Library no later than 60 days after receipt by the Library.

- 8.4** Invoices and supporting documentation shall be prepared at the sole expense and responsibility of Contractor. The Library will not compensate Contractor for costs incurred in invoice preparation. The Library may make written requests for changes to the content and format of the invoice and supporting documentation at any time. The Library reserves the right to request additional supporting documentation to substantiate costs at any time. Invoices shall be submitted via electronic mail to the Library Representative listed in Section 12.0 ("Contract Representatives") of this Agreement or via hard copy to:

Los Angeles Public Library  
Attention: Karen Pickard-Four (M/S 300)  
630 West 5<sup>th</sup> Street  
Los Angeles, CA 90071

- 8.5** Failure to adhere to these procedures may result in nonpayment or non-approval of demands, pursuant to Charter Section 262(a), which requires the Controller to inspect the quality, quantity, and condition of services, labor, materials, supplies, and equipment received by any City office or department. The Controller must approve demands before they are drawn on the Treasury.

**9.0 TERMINATION**

Notwithstanding Section 4.0 ("Term of Agreement") of this Agreement, either Party may terminate this Agreement without cause by providing 30 days of written notice to the other party via personal delivery or registered or certified mail, postage prepaid, return receipt requested. In the event of termination, Contractor shall be paid for satisfactory work completed under this Agreement through the date of termination.

**10.0 OWNERSHIP**

All documents and records provided by Library to Contractor shall remain the property of Library and must be returned to Library upon termination of this Agreement or at the request of the Library. The provisions of this article shall survive the termination of this Agreement.

**11.0 AMBIGUITY**

Any ambiguity in this Agreement shall not be interpreted against any one Party by virtue of that Party being drafter of the Agreement.

## **12.0 CONTRACT REPRESENTATIVES**

The following representative individuals and addresses shall serve as the place to which notices and other correspondence between the Parties shall be sent. Library and Contractor shall notify, in writing, the other Party of any changes in the following information within five working days of such change.

### **CONTRACTOR'S REPRESENTATIVE**

Name: Eduardo Vegas  
Title: Chief Executive Officer  
Company: Humannovations  
Address: 45 South Arroyo Parkway  
Pasadena, CA 91105  
Telephone: (415) 933-0980  
Email: [director@humannovations.net](mailto:director@humannovations.net)

### **LIBRARY'S REPRESENTATIVE**

Name: Karen Pickard-Four  
Title: Library Experience Office Lead  
Address: 630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071  
Telephone: (213) 228-7461  
Email: [kpickard@lapl.org](mailto:kpickard@lapl.org)

Formal notices, demands, and communications to be given hereunder by either Party must be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and will be deemed communicated as of the date of mailing.

If the name of the person designated to receive the notices, demands, or communications or the address of such person is changed, written notice must be provided as described in this Agreement, within five business days of such change.

## **13.0 INDEPENDENT CONTRACTOR**

Contractor's relationship to Library in the performance of this Agreement is that of an independent contractor and not as an agent or employee of City. Therefore, neither Contractor, nor any of its subcontractors, are entitled to any vacation, sick leave, workers' compensation, pension, or any other City benefits. Contractor's personnel performing services under this Agreement shall at all times be under Contractor's exclusive direction and control and shall be employees or subcontractors of Contractor and not of City. Further, Contractor shall pay all wages, salaries, and other amounts due its employees in connection with this Agreement and shall be responsible for all related reports and obligations including

but not limited to social security, income tax withholding, unemployment compensation, and workers' compensation.

**14.0 RETENTION OF RECORDS**

Except as otherwise expressly directed by City, Contractor shall maintain records, including records of financial transactions, pertaining to the performance of the Agreement, in their original form, in accordance with requirements prescribed by City. These records must be retained for a period of no less than 48 months following final payment made by City hereunder, the expiration date of this Agreement, or the termination date of this Agreement, whichever occurs last. Records will be subject to examination and audit by authorized City personnel or by the City's representative at any time during the term of this Agreement or within the 48 months following the final payment made by City hereunder, the expiration of this Agreement, or the termination date of this Agreement, whichever occurs last. Contractor shall provide any reports requested by City regarding performance of the Agreement.

**15.0 NO THIRD-PARTY BENEFICIARIES**

Nothing herein is intended to create a third-party beneficiary in any sub-contractor. The City has no obligation to any subcontractor. No privity is created with any subcontractor by this Agreement. Even if the Contractor uses subcontractors, Contractor remains responsible for complete and satisfactory performance of the terms of this Agreement.

**16.0 CONFIDENTIALITY**

All data, documents, records, recorded testimony, audiotapes, videotapes, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, financial information, and other information disclosed or submitted orally, in writing, or by any other media, to Contractor by the City, and other documents to which the Contractor has access during the term of this Agreement are confidential information ("Confidential Information").

The Contractor agrees that both during and after the term of this Agreement, City's Confidential Information shall be considered and kept as the private and privileged records of City and will not be divulged to any person, firm, corporation, or other entity except on the prior direct written authorization of City or as required by law.

The Contractor shall ensure that each worker sent on an assignment under this Agreement has executed a Confidentiality Agreement prior to commencing any such assignment. Contractor agrees to provide the signed Confidentiality Agreement to the City prior to all workers commencing any assignment. The Confidentiality Agreement to be used is attached hereto as Exhibit D. The Contractor is responsible for ensuring compliance of all workers with the Confidentiality Agreement.

**17.0 CONTRACTOR'S INTERACTION WITH THE MEDIA**

Contractor shall refer all inquiries from the news media relating to this Agreement or Contractor's services hereunder to Library and shall immediately contact Library to inform Library of the inquiry, and Contractor shall comply with the procedures of City's Public Affairs staff regarding any communication with the news media relating to this Agreement or Contractor's services hereunder.

**18.0 REQUIREMENTS APPLY TO ALL SUBCONTRACTORS**

The Contractor will ensure that the requirements of Sections 16.0 ("Confidentiality") and 17.0 ("Contractor's Interaction with the Media") are provided to and apply to all subcontractors of this Agreement.

**19.0 CONTINUED REQUIREMENTS**

The requirements of Sections 16.0 ("Confidentiality"), 17.0 ("Contractor's Interaction with the Media"), and 18.0 ("Requirements Apply to all Subcontractors") survive termination of the Agreement.

**20.0 NON-EXCLUSIVE AGREEMENT**

Nothing in this Agreement shall be construed to mean that Contractor providing services to Library shall be the exclusive provider of such services. The Library retains the right to engage the services of and purchase materials from other contractors during the term of this Agreement, and therefore the Library cannot estimate or guarantee the volume or amount of work to be received by Contractor under this Agreement.

**21.0 BORDER WALL BID DISCLOSURE**

Contractor shall comply with Los Angeles Administrative Code ("LAAC") Section 10.50 *et seq.*, "Disclosure of Border Wall Contracting." Library may terminate this Contract at any time if Library determines that Contractor failed to fully and accurately complete the required affidavit and disclose all Border Wall Bids and Border Wall Contracts, as defined in LAAC Section 10.50.1. The required affidavit must be submitted online at [www.rampla.org](http://www.rampla.org).

**22.0 ENTIRE AGREEMENT**

This Agreement, and any attachments or documents incorporated herein by inclusion or by reference, constitutes the complete and entire Agreement between the Parties and supersedes any prior representation, understandings, communications, commitments, agreements, or proposals, oral or written. No verbal agreement or conversation with any officer or employee of either party will affect or modify any of the terms and conditions of this Agreement. This Agreement is executed in three duplicate originals, each of which is deemed to be an original.

(SIGNATURE PAGE TO FOLLOW)

CONTRACT/AGREEMENT NO. \_\_\_\_\_

**IN WITNESS THEREOF**, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

By \_\_\_\_\_  
BÍCH NGỌC CAO  
President  
Board of Library Commissioners

By \_\_\_\_\_  
EDUARDO VEGA  
Chief Executive Officer  
Humannovation

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO FORM:**

**ATTEST:**

HYDEE FELDSTEIN SOTO, City Attorney

By \_\_\_\_\_  
JOSHUA M. TEMPLET  
Deputy City Attorney

By \_\_\_\_\_  
RAQUEL M. BORDEN  
Commission Executive Assistant

Date \_\_\_\_\_

Date \_\_\_\_\_

**ATTEST:**

HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_

Date: \_\_\_\_\_