



AGENDA REPORT

Meeting Date: June 17, 2008
Item Number: F-16
To: Honorable Mayor & City Council
From: Chad Lynn, Director of Parking Operations
Subject: APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND SERCO, INC. FOR A COMPREHENSIVE REVENUE CONTROL PROGRAM FOR PARKING AND OTHER CASH OPERATIONS; AND

APPROVAL OF A PURCHASE ORDER WITH SERCO, INC. IN THE AMOUNT OF \$85,000 FOR THE SERVICES

Attachments: 1. Agreement

RECOMMENDATION

Staff recommends that the City Council move to approve an agreement between the City of Beverly Hills and Serco, Inc. for a comprehensive evaluation of the City's parking operations and audit functions, and approve a purchase order in the amount of \$85,000 for the services.

INTRODUCTION

The Parking Operations Division of the Department of Public Works and Transportation currently oversees the management and operations for off-street parking facilities, parking meters and the parking enforcement officers throughout the City. Part of that oversight and management includes the collections, count, audit, and deposit of approximately \$8 million dollars in cash, in coin on an annual basis.

Although no specific improprieties have been reported, the City Council and the City's financial auditors, Mayer Hoffman McCann P.C., have encouraged the City to implement stronger audit procedures. In response to these recommendations, staff has proposed a solution to split the operations and auditing functions between Public Works & Transportation - Parking (PW) and Administrative Services - Finance (AS) Division along with supplemented oversight from an experienced third party parking auditor.

The first step in the process of creating this parking audit program is to retain an independent consultant to review the City's current revenue control and auditing programs and create a working manual and graduated implementation plan for the audit program.

DISCUSSION

The City has worked with several parking and financial consultants in the past and has elected to award this specific contract to Serco, Inc. (Serco) for several reasons:

- Serco does not traditionally provide consulting services;
- Serco is a service provider, providing turnkey operations to government agencies for a wide variety of services, from Parking Enforcement Officers for the City of West Hollywood to Air Traffic Controllers for the Federal Aviation Administration;
- Serco has been selected for this specific project based on the full service collections, auditing, and depositing services provided to the City of San Francisco for its 21,000 on-street parking meters.

Staff was provided a tour of these facilities by the City of San Francisco during the 2007 California Public Parking Association (CPPA) annual conference. A turnkey collection, counting, auditing, and reporting service is provided to the City of San Francisco by Serco. City staff inspected the facilities, equipment and interviewed the staff of this facility with the intention of working with Serco on an advisory basis, to provide the City with the information and guidance to create an internal program to meet the collections, counting, and auditing needs for the City of Beverly Hills.

Serco will bring an operators perspective and expertise to the design, development, and implementation of the audit program. This agreement will produce an operator's manual which outlines the specific needs and actions to be taken by the City. It will outline physical improvements, policy and operations improvements, segregation of duties, third party oversight, and a prioritized implementation plan to show what steps to take first and how to progress through the entire implementation of the program.

The City has recently purchased new Parking Access and Revenue Control Systems (PARCS) and is in the process of purchasing new pay-stations for the Santa Monica 5 parking facilities, and new parking meters for the on-street parking inventory. This equipment will provide the reports and other tools necessary to create an effective parking revenue audit program. The compliment to this new equipment is the policies, procedures, and operations that utilize the functionality of the equipment to its fullest.

Serco will provide the management layer of this relationship, ensuring the City has the best practices possible to leverage the technology, equipment, and physical infrastructure available to ensure secure revenue practices and audit functions.

Once completed, the City will begin a phased implementation program which will include the following:

- Physical improvements to the counting and audit facilities as part of the first floor remodel of public works facility;
- Implementation of a segregation of duties as outlined in the audit manual;

- Implementation of policies and procedures for the newly installed PARCS and pay-station equipment;
- Review and redeployment of staff as necessary to meet the needs of this audit program.

FISCAL IMPACT

The cost of the services to be provided by Serco will be a one-time fee of \$85,000 and have been budgeted as part of CIP project #0351, titled Parking Meter Lock Replacement. This project was initially developed to replace parking meter vault locks. Pursuant to priorities discussed herein, these funds have been repurposed to initiate a more holistic approach to the parking revenue audit program.

It is difficult to identify the recovery of specific revenues or estimates, as no specific improprieties have been identified. It is generally recognized that three components must come together to facilitate shrinkage; perceived need of the perpetrator, moral lapse of the perpetrator, and opportunity. Enhanced revenue control systems can directly influence opportunity, which can indirectly mitigate the potential of the individual's moral lapse. Although industry estimates of shrinkage vary greatly from operation to operation, it is widely recognized that increased revenue control is the most significant factor in reducing opportunities and influencing the workforce.



Scott Miller
Finance Approval



David Gustavson
Approved By

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS
AND SERCO, INC. FOR A COMPREHENSIVE REVENUE
CONTROL PROGRAM FOR PARKING AND OTHER CASH
OPERATIONS

NAME OF CONSULTANT: Serco, Inc.

RESPONSIBLE PRINCIPAL
OF CONSULTANT: Julie Dixon, West Coast Operations
Manager

CONSULTANT'S ADDRESS: 1818 Library Street
Reston, Virginia 20190
Attention: Dirk Smith

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Chad Lynn, Director of Parking
Operations

COMMENCEMENT DATE: June 18, 2008

TERMINATION DATE: Upon acceptance by City of all deliverables
described in Exhibit A

CONSIDERATION: \$85,000 as described in Exhibit B-1

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS
AND SERCO, INC. FOR A COMPREHENSIVE REVENUE
CONTROL PROGRAM FOR PARKING AND OTHER CASH
OPERATIONS

THIS AGREEMENT is made by and between the City of Beverly Hills (hereinafter called "CITY"), and Serco, Inc., (hereinafter called "CONSULTANT").

RECITALS

A. CITY desires to have certain services provided (the "services") as set forth in Exhibit A, attached hereto and incorporated herein.

B. CONSULTANT represents that it is qualified and able to perform the services.

NOW, THEREFORE, the parties agree as follows:

Section 1. CONSULTANT's Services. CONSULTANT shall perform the services described in Exhibit A in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

Section 2. Time of Performance. CONSULTANT shall perform the services on or by the Termination Date set forth above. The City Manager or his designee may extend the time of performance in writing for two additional one-year periods pursuant to the same terms and conditions of the Agreement.

Section 3. Compensation. CITY agrees to compensate CONSULTANT, and CONSULTANT agrees to accept in full satisfaction for the services required by this Agreement the Consideration set forth above and more particularly described in Exhibit B-1, attached hereto and incorporated herein. Said Consideration shall constitute reimbursement of CONSULTANT's fee for the services as well as the actual cost of any equipment, materials, and supplies necessary to provide the services (including all labor, materials, delivery, tax, assembly, and installation, as applicable). CITY shall pay CONSULTANT said Consideration in accordance with the schedule of payment set forth in Exhibit B-2, attached hereto and incorporated herein.

Section 4. Independent Contractor. CONSULTANT is and shall at all times remain, as to CITY, a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's employees, except as herein set forth. CONSULTANT shall 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.

Section 5. Assignment. CONSULTANT shall not assign or attempt to assign any portion of this Agreement without the prior written approval of CITY.

Section 6. Responsible Principal(s)

(a) CONSULTANT's Responsible Principal set forth above shall be principally responsible for CONSULTANT's obligations under this Agreement and shall serve as principal liaison between CITY and CONSULTANT. Designation of another Responsible by CONSULTANT shall not be made without prior written consent of CITY.

(b) CITY's Responsible Principal shall be the City Manager or his designee set forth above who shall administer the terms of the Agreement on behalf of CITY.

Section 7. Personnel. CONSULTANT represents that it has, or shall secure at its own expense, all personnel required to perform CONSULTANT's services under this Agreement. All personnel engaged in the work shall be qualified to perform such services.

Section 8. Interests of CONSULTANT. CONSULTANT affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having any such interest shall be employed by or be associated with CONSULTANT.

Section 9. Insurance.

(a) CONSULTANT shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance, with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by CONSULTANT.

(b) CONSULTANT shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit, covering any vehicle utilized by CONSULTANT in performing the services required by this Agreement.

(c) CONSULTANT shall at all times during the term of this Agreement, carry, maintain and keep, in full force and effect, a policy or policies of Professional Liability Insurance (errors and omissions) with minimum limits of One Million Dollars (\$1,000,000) per claim and in the aggregate. Any deductibles or self-insured retentions attached to such policy or policies must be declared to and be approved by CITY. Further, CONSULTANT agrees to maintain in full force and effect such insurance for one year after performance of work under this Agreement is completed.

(d) CONSULTANT agrees to maintain in force at all times during the performance of work under this Agreement workers' compensation insurance as required by law.

(e) CONSULTANT shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(f) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+;VII in the latest edition of Best's Insurance Guide.

(g) CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONSULTANT's expense, the premium thereon.

(h) At all times during the term of this Agreement, CONSULTANT shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit C, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. CONSULTANT shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The policies of insurance required by this Agreement shall contain an endorsement naming the CITY as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to CITY, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(i) The insurance provided by CONSULTANT shall be primary to any coverage available to CITY. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(j) Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.

Section 10. Indemnification. CONSULTANT agrees to indemnify, hold harmless and defend CITY, City Council and each member thereof, and every officer, employee and agent of CITY, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT or any person employed by CONSULTANT in the performance of this Agreement.

Section 11. Termination.

(a) CITY may cancel this Agreement at any time upon five (5) days written notice to CONSULTANT. CONSULTANT agrees to cease all work under this Agreement on or before the effective date of such notice.

(b) In the event of termination or cancellation of this Agreement by CITY, due to no fault or failure of performance by CONSULTANT, CONSULTANT shall be paid full compensation for all services performed by CONSULTANT, in an amount to be determined as follows: For work done in accordance with all of the terms and provisions of this Agreement, CONSULTANT shall be paid an amount equal to the amount of services performed prior to the

effective date of termination or cancellation; provided, in no event shall the amount of money paid under the foregoing provisions of this paragraph exceed the amount which would be paid CONSULTANT for the full performance of the services required by this Agreement.

Section 12. CITY's Responsibility. CITY shall provide CONSULTANT with all pertinent data, documents, and other requested information as is available for the proper performance of CONSULTANT's services.

Section 13. Information and Documents. All data, information, documents and drawings prepared for CITY and required to be furnished to CITY in connection with this Agreement shall become the property of CITY, and CITY may use all or any portion of the work submitted by CONSULTANT and compensated by CITY pursuant to this Agreement as CITY deems appropriate.

Section 14. Changes in the Scope of Work. The CITY shall have the right to order, in writing, changes in the scope of work or the services to be performed. Any changes in the scope of work requested by CONSULTANT must be made in writing and approved by both parties.

Section 15. Notice. Any notice required to be given to CONSULTANT shall be deemed duly and properly given upon delivery, if sent to CONSULTANT postage prepaid to the CONSULTANT's address set forth above or personally delivered to CONSULTANT at such address or other address specified to CITY in writing by CONSULTANT.

Any notice required to be given to CITY shall be deemed duly and properly given upon delivery, if sent to CITY postage prepaid to CITY's address set forth above or personally delivered to CITY at such address or other address specified to CONSULTANT in writing by CITY.

Section 16. Attorney's Fees. In the event of litigation between the parties arising out of or connected with this Agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation.

Section 17. Entire Agreement. This Agreement represents the entire integrated agreement between CITY and CONSULTANT, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both CITY and CONSULTANT.

Section 18. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 19. Severability. Invalidity of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

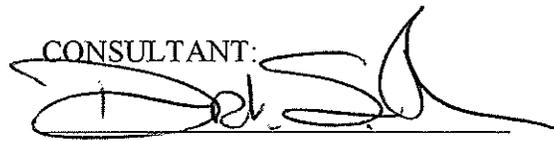
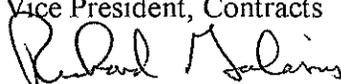
EXECUTED the ____ day of _____ 200__, at Beverly Hills,
California.

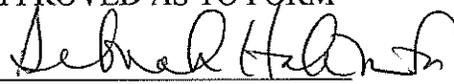
CITY OF BEVERLY HILLS
A Municipal Corporation

BARRY BRUCKER
Mayor of the City of Beverly Hills, California

ATTEST:

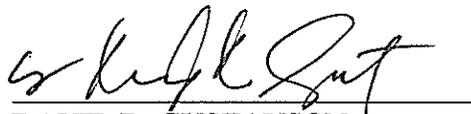
_____(SEAL)
BYRON POPE
City Clerk

CONSULTANT:

DIRK SMITH
Vice President, Contracts

RICAHRD GALANIS
Chief Financial Officer

APPROVED AS TO FORM

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

RODERICK J. WOOD
City Manager


DAVID D. GUSTAVSON
Director of Public Works & Transportation


KARL KIRKMAN
Risk Manager

EXHIBIT A
SCOPE OF SERVICES

CONSULTANT shall perform the following services described in CONSULTANT's proposal, attached hereto and incorporated herein by this reference.

Mr. Chad Lynn
City of Beverly Hills
Department of Public Works & Transportation
345 Foothill Rd
Beverly Hills, CA 90210

Dear Mr. Lynn,

Serco is pleased to submit this proposal to provide a comprehensive evaluation of the Beverly Hills parking meter operation. Serco will be committed to providing services that will assist your agency in operating a more efficient parking management program for the citizens of Beverly Hills. Serco is passionate about delivering exceptional service and believes that we must strive to reach a higher level of performance. We believe this is important for the following reasons:

1. ***It's our job.*** We believe a job worth doing is a job worth doing incredibly well. The extra energy required to be exceptional is the way we conduct our business.
2. ***Easy for the Customer.*** The work we do is important to the communities in which we live and work. We improve quality of life for our citizens, we preserve the environment, and we will stimulate the economic strength of Beverly Hills by delivering improvements to their parking management services.
3. ***Easy for Beverly Hills.*** Being exceptional enables our customers to achieve success and to realize their ambitions. By focusing on our customers, being exceptional also enables Serco to achieve our vision, *"To be the leading service company in our chosen markets"*, and it enables our employees to excel in their jobs and in their personal ambitions.
4. ***Advanced Technology Opportunities.*** Serco is technology agnostic, we can provide recommendations based upon your needs. We have the opportunity to provide Beverly Hills with the most recent parking technology available, regardless of vendor, and offer recommendations and improvements to your parking management solution.

Our resources have a proven track record of identifying management and operational improvements that have helped parking programs throughout the country. The Serco evaluation will include the following:

1. Review, recommend and report in matters related to the revenue control, security, collection, counting, deposit and transport of on-street and off-street revenues of the City's parking operations.
2. Review of the City Auditor, Council Audit Committee and City Council statements regarding revenue controls and audit procedures.

3. Evaluate logs, reports and other available documentation of the revenue control operations.
4. Review organizational roles and responsibilities and interview with staff, at all levels.
5. Tour City facilities, including routes and remote sites and perform “ride-alongs”.
6. Assessment of the existing parking infrastructure, including parking meters, maintenance tools and counting equipment.
7. Evaluate job safety improvements, including ergonomic recommendations and establishing weight controls to minimize potential work-related injuries.
8. Identify and recommend program resources and deployment strategy, including staffing, equipment, communications, IT, safety and security issues.
9. Propose segregation of duties.
10. Review and recommend meter collection routes, including an evaluation of collection frequencies, schedules and deployment.
11. Recommend metrics for deployment and productivity analysis.
12. Review and recommend emerging technology for use.
13. Propose specific reports, logs and metrics for measuring the effectiveness of the revenue control and audit program.
14. Provide a detailed report with recommendations for revenue controls, security, collection, counting, deposit and transport.
15. Identify new reporting capabilities needed to manage new beats and evaluate effectiveness.
16. Identify emerging technologies that may have future value to the enforcement program.

Deliverables

1. Provide a detailed cash operation and revenue control manual, including the establishment of tolerance and variance levels with audit capabilities.
2. Provide a detailed operations manual for all operations, including a policy and procedure manuals for collection, counting, auditing, maintenance support and financial reconciliation.
3. Provide progressive auditing levels to determine objective standards for triggering additional, more in depth audits, including outside auditors.

4. Create field inspection procedures and standards, including routine and random audits of field staff for both revenue and maintenance personnel.
5. Establish key performance indicators to manage accurate effective delivery of ongoing services.
6. Recommend technologies and applications to leverage security and efficiency.
7. Recommend deployment of resources and technology.

Payment Terms

Upon Execution	\$20000.00
Upon Completion of Interview & Documentation Process	\$20,000.00
Upon Delivery & Acceptance of the Report	\$45,000.00

We propose to lead with service. Our approach aligns our business objectives with Beverly Hills and allows us to partner with corresponding visions, missions, and goals. We tie our success to yours and will relentlessly reach to reset the bar, with the intent to be exceptional.

If this proposal is acceptable, Serco is available to begin our on-site assessment work on May 1, 2008. We anticipate a submission of draft documents for your review within 45 days, including operational recommendations and the described procedural manuals. Subject to your review and approval, the final documents and operational plans should be submitted within 60 days.

We are committed to provide you “best in class” solutions from across a broad spectrum of areas including operations management, parking technology, customer service, field maintenance, financial reporting and integrated solutions. But moreover, because we lead with service, your success, your interests, and your agenda will always come first.

We are looking forward to this opportunity to work with you and your staff. Please refer any questions to 415-559-2370 or julie.dixon@serco-na.com.

Sincerely,

Julie Dixon
 West Coast Operations Manager
 Serco Inc.

EXHIBIT B-1
COMPENSATION

Flat fee of \$85,000 for all services set forth in Exhibit A.

EXHIBIT B-2

PAYMENT SCHEDULE

CONSULTANT shall submit an itemized statement to CITY for its services performed, which shall include documentation setting forth in detail the services rendered. CITY shall pay CONSULTANT the amount of such billing within thirty (30) days of receipt of same, based on the following schedule:

\$20,000 upon execution of this Agreement

\$20,000 upon completion of interview and documentation as set forth in Exhibit A

\$45,000 upon delivery and acceptance of final report as described in Exhibit A



EXHIBIT C

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED

COMPANIES AFFORDING COVERAGE

- A.
- B.
- C.

ADDRESS

COMPANY (A. B. C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	<u>LIMITS</u> P.D.	AGGREGAT E
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/>					

It is hereby understood and agreed that the **City of Beverly Hills**, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the **City of Beverly Hills** and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the **City of Beverly Hills**.

In the event of cancellation or material change in the above coverage, the company will give **30 days** written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE: _____

BY: _____
Authorized Insurance Representative

AGENCY: _____

TITLE: _____

ADDRESS: _____

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/22/08
PRODUCER GENATT ASSOCIATES, INC. 3333 NEW HYDE PARK RD SUITE 400. NEW HYDE PARK, NY 11042	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED SERCO INC., ITS SUBSIDIARIES AND AFFILIATES, C/O RISK MANAGEMENT DEPT. 2650 PARK TOWER DRIVE, SUITE 800 VIENNA, VA 22180	INSURERS AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: AIG Europe (UK) Limited INSURER C: American Home Assurance INSURER D: Ins Co of the State of PA INSURER E: Nat'l Union Fire Ins Co	NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	0106552 <i>Deck 01/31/08</i>	10/31/07	10/31/09	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
E		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$1,000 COMP & COLL DED	9793114	10/31/07	10/31/08	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ GARAGE LIABILITY <input type="checkbox"/> ANY AUTO AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	7.109.370	10/31/07	10/31/09	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000 \$ \$ \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	1592475 AOS 1592476 CALI 1592478 FL & OR 1592477 MI	06/30/07	06/30/08	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
AS RESPECTS GENERAL AND AUTO LIABILITY, THE CITY OF BEVERLY HILLS, ITS CITY COUNCIL AND EACH MEMBER THEROF AND EVERY OFFICER AND EMPLOYEE OF THE CITY ARE INCLUDED AS ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT. PRIMARY COVERAGE AS REQUIRED BY WRITTEN CONTRACT APPLIES TO GENERAL AND AUTO LIABILITY. WAIVER OF SUBROGATION IN REGARDS TO GENERAL AND AUTO LIABILITY AND WORKERS COMPENSATION IS INCLUDED AS REQUIRED BY WRITTEN CONTRACT

CERTIFICATE HOLDER CITY OF BEVERLY HILLS ATTN: CHAD LYNN, DIRECTOR OF PARKING OPERATIONS 455 N. REXFORD DRIVE Beverly Hills, CA 90210	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.