

DATE SUBMITTED 10/28/2022
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 11/02/2022

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS CPB

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Agreement Between the City of Imperial and MuniTemps Municipal Staffing Solutions	
1. Approval of Agreement Between the City of Imperial and MuniTemps Municipal Staffing Solutions for the Term of Six (6) Months Not to Exceed \$191,000.00.	
DEPARTMENT INVOLVED: <u>City Manager's Office</u>	
BACKGROUND/SUMMARY: On August 31, 2022, it was brought to the City Manager's attention that the City had just over \$300,000 dollars in outstanding unreconciled funds. It was confirmed by our auditors, that this had been a growing state of affairs over the last two fiscal years. The City conducted a search and received several proposals relating to an interim solution. After review, and careful consideration, it is staff's recommendation to enter into an agreement with MuniTemps Municipal Staffing Solutions. The agreement will be for the term of six months, and not exceed \$191,000.00.	
FISCAL IMPACT: Not to Exceed \$191,000.00	ADMIN SERV INITIALS _____
STAFF RECOMMENDATION: Staff recommends to approve the agreement between the City and MuniTemps to ensure continuity of operations, delivery of service to the City of Imperial, and conduct fiscal review of all accounts, department operations, and provide forensic review of unreconciled accounts.	DEPT. INITIALS <u>CPB</u>
MANAGER'S RECOMMENDATION: <u>approve</u>	CITY MANAGER'S INITIALS <u>CPB</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:



Municipal Staffing Agreement

GOVERNMENT STAFFING SERVICES, INC., dba **MuniTemps**, serving all municipalities from its principal offices at **14241 E. Firestone Blvd, Suite 400, La Mirada, CA 90638**, **MAILING ADDRESS: PO Box 718, Imperial Beach, CA 91933** ("STAFFING FIRM"), and the **City of Imperial**, with its principal office located at **420 S. Imperial Avenue Imperial, CA 92251** ("CITY") agree to the terms and conditions set forth in this Municipal Staffing Agreement (the "AGREEMENT").

Preamble

The execution of this Agreement does not, in and of itself, obligate the CITY to anything, unless and until after the CITY engages candidates or employees of STAFFING FIRM. The attached Exhibits are a part of this AGREEMENT and their purpose is explained below:

1. **Exhibit A (Interim): Quotes the hourly bill rate "range"** for the specific temporary position(s) requested by the CITY. Exhibit A (Interim) includes the CITY's promise not to "back door hire" any candidates presented by STAFFING FIRM.
2. **Exhibit A (Final): Approves "exact" hourly bill rate for Assigned Employee** selected by CITY. **Exhibit A (Final)** also includes the start date, work schedule, and expected length of assignment, which can be terminated at any time by the CITY.
3. **Exhibit B (Timesheet): Filled out by Assigned Employee(s)** showing the hours worked each day during the previous two weeks, and presented for approval to the CITY for biweekly payroll processing and billing by STAFFING FIRM.
4. **Exhibit C (Telecommuting Agreement): Prepared, "if applicable"**, for any Assigned Employees which CITY requests and approves to perform work remotely.
5. **Exhibit D (Position Titles & Bill Rates): Lists all temporary employee positions** available for hire from STAFFING FIRM and the hourly bill rate range for each.

STAFFING FIRM's Duties and Responsibilities

1. STAFFING FIRM is an independent contracting firm with its own employees and will:
 - a. Recruit, screen, interview, and assign its own employees ("Assigned Employees") to perform the type of work at the hourly bill rates described in **Exhibit A (Final)**, with all work performed under CITY's supervision at the locations specified on **Exhibit A (Final)**;
 - b. Pay Assigned Employees' wages every two weeks upon receipt of Employee Timesheet (see **Exhibit B**) as signed by CITY, and provide said Assigned Employee with the benefits that STAFFING FIRM offers to its temporary workforce;
 - c. Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers' compensation benefits; and handle unemployment and workers' compensation claims involving Assigned Employees;

CITY's Duties and Responsibilities

2. CITY will:
 - a. Properly supervise Assigned Employees working remotely, or on-site at CITY offices, and be responsible for its municipal operations, systems, services, and intellectual property. Any Assigned Employees requested by the CITY to work remotely requires written approval as described in **Exhibit C**.



Corporate Mailing Address: PO Box 718, Imperial Beach, CA 91933
Phone: 1-866-406-6864 • Fax: 1-866-498-6678
Website: www.munitemps.com

- b. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned valuables without STAFFING FIRM's express prior written approval or as strictly required by the job description provided to STAFFING FIRM;
- c. Provide Assigned Employees with a safe work site and provide appropriate safety information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the work site;
- d. Not change Assigned Employees' job duties without STAFFING FIRM's express advance written approval; and
- e. Exclude Assigned Employees from CITY's benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees' compensation or benefits without the advance written approval of STAFFING FIRM.
- f. CITY shall approve Assigned Employee's biweekly timesheet by **5pm Friday** for payroll and billing for hours worked during the previous two-week pay period. *If Friday is a holiday, the timesheet would need to be approved on Thursday at 5pm.*

Payment Terms, Bill Rates, and Delinquent Invoice Charges

3. CITY authorizes its Accounts Payable staff to pay STAFFING FIRM invoices every two weeks **due within 30 days** when supported by an approved bi-weekly timesheet or email certification of hours worked, signed by authorized CITY staff, at the hourly bill rates set forth on the **Exhibit A (Final)** attached to this Agreement. STAFFING FIRM shall email invoices to CITY for services provided under this Agreement on a **biweekly** basis. CITY shall review and approve STAFFING FIRM timesheets as stated in 2.f above to allow Assigned Employees to be paid timely every two weeks. **CITY agrees to pay a LATE FEE of 10% of the invoice amount if STAFFING FIRM'S invoice is not paid within 30 days of the date of each invoice is presented to CITY.**
4. STAFFING FIRM shall email invoices and supporting timesheets directly to the CITY's Accounts Payable office with a copy sent to other CITY Departments if so directed by the CITY, however, **CITY shall NOT prevent Accounts Payable or any CITY Department to delay payment of STAFFING FIRM invoices when said invoices are supported by a signed bi-weekly timesheet or email certification of hours worked.**
5. STAFFING FIRM may assign two classes of Employees to CITY: (1) **Overtime Exempt**, which are employees exempt from overtime pay, and (2) **Overtime Eligible**, which must be paid overtime and or double time pay, depending on the work schedule STAFFING FIRM employee is assigned to work at the CITY. The Bi-Weekly invoice for exempt employee bills all hours at a flat rate as approved in the attached **Exhibit "A" (Final)**. The Bi-Weekly invoice for non-exempt employees is billed at an hourly rate as shown in the attached **Exhibit "A" (Final)**. The hourly bill rate for non-exempt employees will be **billed at premium bill rates only if CITY directs Assigned Employees to work "outside" the work schedule approved in advance and in writing by CITY and STAFFING FIRM**, which would trigger the overtime or double time hours at the premium bill rates approved by CITY in advance in the attached **Exhibit "A" (Final)**.

Confidential Information

6. Both parties may receive information that is proprietary to or confidential to the other party or its affiliated organizations and their CITYs. Both parties agree to hold such information in strict confidence and not to share such information with third parties, or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of CITY's



Corporate Mailing Address: PO Box 718, Imperial Beach, CA 91933
Phone: 1-866-406-6864 • Fax: 1-866-498-6678
Website: www.munitemps.com

confidential information will be imputed to STAFFING FIRM as a result of Assigned Employees' access to such information.

Cooperation

7. The parties agree to cooperate fully and to provide assistance to the other party in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve Assigned Employees.

Indemnification and Limitation of Liability

8. To the extent permitted by law, STAFFING FIRM will defend, indemnify, and hold CITY and its directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by STAFFING FIRM's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 1; or the negligence, gross negligence, or willful misconduct of STAFFING FIRM or STAFFING FIRM's officers, employees, or authorized agents in the discharge of those duties and responsibilities.
9. To the extent permitted by law, CITY will defend, indemnify, and hold STAFFING FIRM and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by CITY's material breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 2; or the negligence, gross negligence, or willful misconduct of CITY or CITY's officers, employees, or authorized agents in the discharge of those duties and responsibilities.
10. Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.
11. As a condition precedent to indemnification, the party seeking indemnification will inform the other party within 15 business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.
12. The provisions in paragraphs 8 through 12 of this Agreement constitute the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution claim against the other party.

Miscellaneous

13. Notwithstanding any other provision of this Agreement to the contrary, the provisions of paragraphs 8 - 12 shall remain effective for 180 days after termination of this Agreement.
14. No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the parties.
15. Each provision of this Agreement will be considered severable, such that if any one provision or clause conflicts with existing or future applicable law or may not be given full effect because of such law, no other provision that can operate without the conflicting provision or clause will be affected.




Corporate Mailing Address: PO Box 718, Imperial Beach, CA 91933
Phone: 1-866-406-6864 • Fax: 1-866-498-6678
Website: www.munitemps.com

- 16. This Agreement and the exhibits attached to it contain the entire understanding between the parties and sup
- 17. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.
- 18. The failure of a party to enforce the provisions of this Agreement will not be a waiver of any provision or the right of such party thereafter to enforce each and every provision of this Agreement.
- 19. CITY will not transfer or assign this Agreement without STAFFING FIRM's written consent.
- 20. Any notice or other communication will be deemed to be properly given only when sent via the United States Postal Service or a nationally recognized courier, addressed as shown on the first page of this Agreement.
- 21. Neither party will be responsible for failure or delay in performance of this Agreement if the failure or delay is due to labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the nonperforming party.
- 22. The provisions of this Agreement shall be entered into according to the laws of the State of California.

Term of Agreement

- 23. This Agreement shall remain valid until terminated by either party upon **7 days** notice.

Authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms.

CITY OF IMPERIAL	GOVERNMENT STAFFING SERVICES, INC.
Signature	
Dennis H. Morita	John Herrera
Printed Name	Printed Name
City Manager	President / CEO
Title	Title
Date	Date

GOVERNMENT STAFFING SERVICES, INC.



Corporate Mailing Address: PO Box 718, Imperial Beach, CA 91933
Phone: 1-866-406-6864 • Fax: 1-866-498-6678
Website: www.munitemps.com

EXHIBIT "A" of Municipal Staffing Agreement

Municipality:	City of Imperial
Client Contact:	Alexis L. Brown Assistant City Manager
Temp Position 1:	Finance Director
Temp Position 2:	Accountant John Herrera, CPA or Designee Monica Rueda
Class of Assignment:	Exempt
Hourly Rate (Finance Director):	\$150 per hour
Hourly Rate (Accountant):	\$95 per hour 30 to 40 hours per week Not to exceed 25 hours per week
Work Schedule:	Hybrid Accountant is 100% remote work
Start Date:	TBD
Expected Duration:	6 Months+ Depending on Needs of CITY.

PROPER SUPERVISION

CITY will properly supervise MuniTemp employees, whether they work at CITY's offices or remotely from home, and be responsible for its business operations, services, and intellectual property. CITY will also properly supervise, control, and safeguard its premises, processes, or systems, and not permit MuniTemp employees to operate any vehicle (see section 2.I. of municipal staffing agreement), or mobile equipment unless approved by MuniTemp in writing.

JOB DESCRIPTION

Position duties as provided for in CITY's job description for Finance Director and Accountant. The assignment is to focus on reconciling the books back to FY 2019/2020 (or last audited), and to clean up the books for FY 2020/2021 and 2021/2022 so the City's auditors can perform their independent audit. All work is performed under the direction and supervision of the City Manager and/or his designee.

OVERTIME / DOUBLETIME BILL RATES

Unless approved in writing, CITY will NOT allow MuniTemp employee to work hours outside the above stated work schedule as this will trigger overtime or doubletime bill rates. The hourly bill rate will be billed at 150% for any overtime hours (more than 8 hours in one day or 40 in a week) and 200% for doubletime hours (more than 12 hours in a day) worked by MuniTemp employees. CITY agrees to pay for any overtime or doubletime hours as requested and pre-approved by the CITY and verified on the signed timesheets.

DIRECT HIRE / CONVERSION FEE OF MUNITEMPS ASSOCIATES

CITY may hire MuniTemp associate "directly" as Employee or as independent contractor, or "indirectly" through a third party upon paying a direct hire / conversion as follows:

- (1) If MuniTemp associate has worked a "minimum of" 980 hours on this assignment at CITY (per this Exhibit A), CITY may convert the MuniTemp employee to become a permanent employee of CITY at zero buyout fee.
- (2) If MuniTemp associate has worked "less than" 980 hours on this assignment at CITY (per this Exhibit A), CITY shall pay a direct hire / conversion fee equal to 18% of the annualized hourly pay rate (pay rate x 2,080) offered by CITY to MuniTemp associate.

INVOICING & TIMESHEET APPROVER: TCA shall provide the information below for TCA representative who will sign the bi-weekly timesheet.

Note: A/P is primary contact to receive vendor invoices to pay MuniTemp invoices when accompanied by signed timesheet.

Name: _____
Title: _____
Email: _____

Authorized Signature: _____ Date: _____

Exhibit C

MuniTemps Telecommuting Agreement

I. General Work Arrangement

1. This is an agreement between MuniTemps, MuniTemps employee **Assigned Employee(s)** (“employee”), and the **City of Imperial, CA (“the City”)** to establish the terms and conditions for performing work at an alternate work site on a regular basis (*e.g.*, on the same day every week, or on some routine basis) *if City approves such work arrangement.*

II. This agreement begins on _____ and serves as Exhibit C to the Municipal Staffing Agreement signed by City on _____, and continues on an on-going basis until terminated by any party. This agreement may be modified or cancelled immediately within one day’s written notice. The following conditions apply:

- a. Employee’s telecommuting schedule is the same as if they were working the **regular work schedule Monday through Friday** at City offices, and as mutually agreed to with Employee and City’s designated supervisor.
- b. City and City’s designated supervisor will continue to be responsible for the quantity and quality of work performed by Employee, including ensuring that City records and systems and internal controls are maintained to avoid loss of data or other records.
- c. Employee’s regular telecommuting site location: **14241 E. Firestone Blvd, #400, La Mirada, CA 90638.**
- c. City and Employee agree to enter the hours worked and approve the biweekly timesheet via DocuSign by Monday at 10am following the two-week workweek for timely processing of payroll by MuniTemps.
- d. Employee’s regular telecommuting phone number is **(866) 406-6864.**

III. While telecommuting, Employee will:

- a. remain accessible during the telecommute work schedule;
- b. check in with the City supervisor to discuss work assignments, issues, or questions.
- c. be available for teleconferences, scheduled on an as-needed basis by MuniTemps or the City;
- d. be available to come into the City’s Offices if an urgent business need arises; and
- e. request MuniTemps approval in advance of working any overtime hours already approved by City supervisor.

IV. Employee’s duties, obligations, responsibilities, and conditions of employment with MuniTemps remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular City Office work site. The City supervisor reserves the right to assign work as necessary at either City Offices or telecommuting work site.

V. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

II. Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to MuniTemps at the earliest reasonable opportunity. **Employee shall take pictures of the work area at alternate work site to demonstrate the standards of safe work environment expected by MuniTemps and send these via email to Payroll@munitemps.com** Employee agrees to hold MuniTemps and the City harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
 - b. Employee agrees to protect MuniTemps-owned or City-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - c. Employee agrees to report to MuniTemps and City supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - d. Employee understands that all equipment, records, and materials provided by MuniTemps shall remain the property of MuniTemps.
2. Employee understands and agrees that they are not authorized to use their vehicle for any City business as they are not insured for this purpose either by the City or by MuniTemps.
3. With reasonable notice and at a mutually agreed upon time, MuniTemps may request updated photos of Employee's telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of MuniTemps property, and to maintain, repair, inspect, or retrieve MuniTemps property.
4. Employee agrees to return MuniTemps-owned or City-owned equipment, records, and materials within 10 days of termination of this agreement. Within 10 days of written notice, Employee must return company or client-owned equipment for inspection, repair, replacement, or repossession.
5. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.



I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions.

Employee(s) TBD, MuniTemps Employee

Date

City of Imperial

A handwritten signature in blue ink, appearing to read 'John Herrera', written over a horizontal line.

Date

John Herrera, MuniTemps Branch Manager

Date

Please send this signed agreement to your Finance and HR Divisions for MuniTemps vendor file. The employee and the City representative should each keep a copy of this agreement for future reference.

**EXHIBIT "D"**

Position Titles & Bill Rates

Effective July 1, 2022 to June 30, 2023

FINANCE

Director of Finance	95.00 to 150.00
Principal Finance Analyst	95.00 to 150.00
Controller/Deputy	85.00 to 135.00
Accounting Manager	75.00 to 125.00
Senior Accountant	75.00 to 105.00
Financial/Budget Analyst	65.00 to 95.00
Accountant	55.00 to 95.00
Buyer	55.00 to 85.00
Payroll Technician	45.00 to 75.00
Accounting Technician	35.00 to 55.00
Clerical	25.00 to 45.00

ADMINISTRATION

Chief Executive Officer/CM/GM	150.00 to 200.00
Director of Administrative Services	95.00 to 175.00
Director of Human Resources	95.00 to 150.00
Principal Administrative Analyst	95.00 to 150.00
IT Manager	75.00 to 125.00
Human Resources Manager	75.00 to 125.00
Administrative Analyst	55.00 to 85.00
Human Resources Analyst	55.00 to 85.00
Human Resources Technician	35.00 to 55.00
Municipal Clerk / Clerk Advisor	65.00 to 115.00
Deputy City Clerk / Records Clerk	45.00 to 85.00
Executive Assistant	35.00 to 75.00
Sr. Administrative Assistant	45.00 to 65.00
Administrative Assistant	30.00 to 45.00
Clerical	25.00 to 45.00

ENGINEERING

Director of Engineering	95.00 to 150.00
City Engineer	95.00 to 150.00
Principal Engineer	85.00 to 105.00
Senior Engineer	75.00 to 95.00
Associate Engineer	65.00 to 85.00
Engineering Technician	35.00 to 55.00
Clerical	25.00 to 45.00

PUBLIC WORKS

Director of Public Works	95.00 to 150.00
Deputy Public Works Director	95.00 to 150.00
Wastewater Plant Manager	75.00 to 95.00
Project Manager (Public Works)	65.00 to 150.00
Maintenance Sup. / Supt.	55.00 to 75.00
Maintenance Worker	35.00 to 45.00
Wastewater Operator	55.00 to 75.00
Wastewater Mechanic	65.00 to 75.00
Electrician	65.00 to 75.00
Clerical	25.00 to 45.00

BUILDING & SAFETY

Building Official	95.00 to 150.00
Plan Check Engineer	85.00 to 125.00
Building Inspector	85.00 to 125.00
Code Manager	75.00 to 95.00
Code Enforce. Officer	45.00 to 65.00
Building Permit Tech	35.00 to 45.00
Clerical	25.00 to 45.00

PLANNING

Director of Planning	95.00 to 150.00
Planning Manager	85.00 to 115.00
Senior Planner	75.00 to 95.00
Associate Planner	65.00 to 85.00
Assistant Planner	60.00 to 75.00
Planning Technician	40.00 to 65.00
Clerical	25.00 to 45.00

CITY may hire an assigned MuniTemp's employee as its direct employee, as an independent contractor, or through any third party by paying a buyout fee equal to (a) 9% of the annual salary offered by CITY to assigned MuniTemp's employee if he/she has worked a minimum of 980 hours on MuniTemp's payroll at the CITY, or (b) 18% of the annual salary offered by CITY to assigned MuniTemp's employee if he/she has worked less than 980 hours on MuniTemp's payroll at the CITY. *If City keeps MuniTemp's employee on assignment 1,980 hours, or accepts a bill rate on the higher end of the range, the buyout fee may be waived entirely. The buyout fee will be as agreed to and approved in the Exhibit A (Final) by the CITY for each position for each position provided by STAFFING FIRM.*

Every temporary position requested must meet the 24 hours per week *minimum* schedule work requirement.

Rev. 04/27/22 (rates submit to change based on labor market data)



Attachment to Municipal Staffing Agreement



GOVESTA-02

TCROME

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/10/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. 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).

PRODUCER License # 0F76001 CTK North American Insurance Services, LLC / INSURICA 1240 North Lakeview Avenue, #125 Anaheim, CA 92807	CONTACT NAME: PHONE (A/C, No, Ext): (714) 779-2000 FAX (A/C, No): (714) 779-4129 E-MAIL ADDRESS: _____	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Philadelphia Indemnity Insurance Company		18058
INSURER B: _____		
INSURER C: _____		
INSURER D: _____		
INSURER E: _____		
INSURER F: _____		

INSURED
Government Staffing Services Inc.
 dba. MuniTemps
 P.O. Box 718
 Imperial Beach, CA 91933

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			PHPK2411615	5/10/2022	5/10/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 ABUSIVE ACTS \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2411615	5/10/2022	5/10/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ _____ \$ _____
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB813764	5/10/2022	5/10/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 _____ \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
A	Crime			PHPK2411615	5/10/2022	5/10/2023	\$250,000 Ded \$2,500
A	Professional Liab.			PHPK2411615	5/10/2022	5/10/2023	\$1M per occur / Aggr 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Employment Practices Liability
 Carrier: Philadelphia Indemnity Insurance Company
 Policy Number: PHUB813764
 Effective Date: 5/10/2022 to 5/10/2023
 Limit of Liability: \$2,000,000/\$2,000,000 Deductible \$25,000
 Retroactive Date: 5/10/2009

CERTIFICATE HOLDER

CANCELLATION

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> OS DP </div> <p>**SAMPLE CERTIFICATE** IF A JOB IS AWARDED A CERTIFICATE WILL BE ISSUED UPON REQUEST</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE </p>
---	--