

**THIRD AMENDMENT TO
PROFESSIONAL CONSULTANT SERVICES AGREEMENT**

COLLECTION BUREAU OF AMERICA, LTD.

Collection Agency Services

This THIRD AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Third Amendment”) is made and entered into this ____ day of _____, 20__, by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and COLLECTION BUREAU OF AMERICA, LTD., a California corporation (“Consultant”), with reference to the following facts:

RECITALS

WHEREAS, on or about January 14, 2020, the City and Consultant entered into that certain Professional Consultant Services Agreement (“Agreement”) for Collection Agency Services (“Project”), in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00); and

WHEREAS, on or about January 16, 2025, the City and Consultant entered into that certain First Amendment to Professional Consultant Services Agreement (“First Amendment”) to extend the term of the Agreement to July 14, 2025; and

WHEREAS, on or about July 3, 2025, the City and Consultant entered into that certain Second Amendment to Professional Consultant Services Agreement (“Second Amendment”) to extend the term of the Agreement to December 31, 2025; and

WHEREAS, the City and Consultant desire to extend the term of the Agreement for an additional two (2) years to December 31, 2027.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, City and Consultant mutually agree as follows:

1. Section 2, “Term”, is hereby amended to extend the term of the Agreement for two (2) years to December 31, 2027.

2. All terms and conditions of the Agreement not inconsistent herewith shall remain in full force and effect and are hereby incorporated by reference into this Third Amendment as though set forth in full herein.

[SIGNATURES ON THE FOLLOWING PAGE.]

IN WITNESS WHEREOF, the parties hereto have caused this Third Amendment to be executed the day and year first above written.

CITY OF RIVERSIDE, a California charter city and municipal corporation

COLLECTION BUREAU OF AMERICA, LTD., a California corporation

By: _____
Mike Futrell
City Manager

By: Shawn DeLuna
Print Name: Shawn M DeLuna
Title: President & CEO
(Signature of Board Chair, President, or Vice President)

ATTEST:

By: _____
Donesia Gause
City Clerk

and

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: jeffrey lowenstein
jeffrey lowenstein (Oct 29, 2025 18:41:24 PDT)
Print Name: Jeffrey Lowenstein
Title: VP Sales & Marketing
(Signature of Secretary, Assistant Secretary, CFO, Treasurer, or Assistant Treasurer)

By: Kristen
Chief Financial Officer

APPROVED AS TO FORM:

By: Sean Murphy
Sean B. Murphy
Deputy City Attorney

AUTHORIZED SIGNATURES ON TRANSACTION DOCUMENTS

I. FOR CORPORATIONS (Corporations Code §313)

A. A corporation requires two (2) signatures, one from an officer in A and B below:

-A-		-B-
One from either the:	<u>AND</u>	One from either the:
<ul style="list-style-type: none">• President• Any Vice President• Chairman of the Board		<ul style="list-style-type: none">• Secretary• Any Assistant Secretary• Chief Financial Officer• Any Assistant Treasurer

B. If unable to obtain two signatures as set forth above, then a Corporate Resolution is required. A Corporate Resolution grants specific or general signing authority to a named individual, officer, director, etc., for a stated transaction and is signed by the Secretary of the corporation.

II. LIMITED LIABILITY COMPANIES (Corporations Code §§17703.01 et. seq.)

A. A copy of the Operating Agreement is required, which grants specific signing authority to individuals to sign on behalf of the LLC. Please provide a copy of the Operating Agreement to the City Attorney's Office for determination of required signatures. (Corporations Code § 17703.01)

Unless the Operating Agreement provides otherwise:

- A Member of a Member-managed LLC may sign on behalf of the LLC
- A Manager of a Manager-managed LLC may sign on behalf of the LLC

B. If the LLC has officers, then two signatures can be used following the same list of officers above for corporations. (Corporations Code § 17704.07(w).)

C. LLC may provide a certificate of incumbency evidencing authorization of a particular person to sign agreements on behalf of the LLC. Certificate is similar to a Corporate Resolution and will identify the signing authority of individuals and will be signed by the Secretary or the Members.

III. LIMITED OR GENERAL PARTNERSHIPS (Corporations Code §§16301 et. seq.)

Obtain a copy of the documents identifying the General Partner(s) authorized to execute documents on behalf of the partnership. This requirement will be the same for both General and Limited Partnerships. Each partner is considered an agent of the partnership for purposes of the partnership business, unless the Partnership Agreement or Statement of Partnership Authority state otherwise. (Corporations Code § 16301)

IV. TRUSTS (Probate Code §§ 18100.5 et seq.)

Obtain a copy of a Certificate of Trustee when a trust is involved. If dealing with a successor trustee, a copy of the trust and all amendments are required for review, to verify that the successor

trustee is in fact the current successor trustee.

V. OTHER

Contact the City Attorney's Office to review other forms of title ownership or business entities.

Attachments: Sample Corporate Resolution; Sample Certificate of Trust