



# Administrative Report

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H.5., File # 24-1136

Meeting Date: 10/1/2024

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**To:** MAYOR AND CITY COUNCIL

**From:** STEPHANIE MEYER, INTERIM FINANCE DIRECTOR

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE AN AGREEMENT WITH R.P. LAURAIN ASSOCIATES, INC. FOR APPRAISAL OF PROPERTY LOCATED AT 1922 ARTESIA BLVD. APN 4156-003-022 IN AN AMOUNT NOT TO EXCEED \$5,800 FOR THE TERM OCTOBER 1, 2024 TO SEPTEMBER 30, 2025
2. APPROVE AN AGREEMENT WITH DISABILITY ACCESS CONSULTANTS, LLC TO UPDATE THE CITY'S ADA SELF EVALUATION AND TRANSITION PLAN IN AN AMOUNT NOT TO EXCEED \$34,700 FOR THE TERM OCTOBER 1, 2024 TO SEPTEMBER 30, 2025
3. APPROVE A CONSENT TO THE CHANGE IN OWNERSHIP IN THE AGREEMENT BETWEEN THE CITY OF REDONDO BEACH AND BKF ENGINEERS, NOW BKF GROUP HOLDINGS, LLC, EFFECTIVE AUGUST 23, 2024
4. APPROVE A RENEWAL LICENSING AGREEMENT WITH KNOWBE4, INC. FOR ONGOING EMPLOYEE SECURITY AWARENESS TRAINING ON EMAIL PHISHING TECHNIQUES, RANSOMWARE AWARENESS, SOCIAL ENGINEERING MANIPULATION, AND HUMAN RESOURCES AND FRAUDULENT TRANSACTION TRAINING MODULES FOR AN AMOUNT NOT TO EXCEED \$13,932 FOR THE TERM NOVEMBER 21, 2024 TO NOVEMBER 20, 2025
5. APPROVE AN AGREEMENT WITH ROCKWEST TECHNOLOGY GROUP, INC., DBA MULTICARD, FOR ID CARD SOFTWARE AND HARDWARE UPGRADES FOR AN AMOUNT NOT TO EXCEED \$33,672 FOR THE TERM OCTOBER 1, 2024 TO SEPTEMBER 30, 2025
6. APPROVE A SECOND AMENDMENT TO THE AGREEMENT WITH ROBERT HALF, INC. FOR TEMPORARY STAFF FOR THE FINANCIAL SERVICES DEPARTMENT FOR AN AMOUNT OF \$34,500 FOR THE EXISTING TERM THROUGH DECEMBER 31, 2025
7. APPROVE AN AMENDMENT WITH FLOCK GROUP, INC. FOR AUTOMATIC LICENSE PLATE READERS IN AN AMOUNT NOT TO EXCEED \$18,450 FOR AN INITIAL TERM OF

ONE YEAR UPON EXECUTION OF THE AMENDMENT, WITH AN AUTOMATIC ONE YEAR RENEWAL

8. APPROVE AN AGREEMENT WITH GLADWELL GOVERNMENTAL SERVICES, INC. FOR MANAGEMENT CONSULTING AND ELECTION SERVICES IN AN AMOUNT NOT TO EXCEED \$20,000 FOR THE TERM OCTOBER 1, 2024 TO JUNE 30, 2025

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt, Signature & Insurance - R.P. Laurain & Associates, Inc.
- Agmt, Signature & Insurance - Disability Access Consultants, LLC
- Consent to Change in Ownership & Signatures - BKF Engineers & BKF Group Holdings, LLC
- First Amendment & Agreement - BKF Engineers
- Insurance - BKF Engineers
- Renewal - KnowBe4, Inc.
- Previous Renewals & Agreement - KnowBe4, Inc.
- Insurance - KnowBe4, Inc.
- Agmt - Rockwest Technology Group, Inc. dba Multicard
- Insurance - Rockwest Technology Group, Inc. dba Multicard
- Second Amendment, Signature & Insurance - Robert Half, Inc.
- First Amendment & Agreement - Robert Half, Inc.
- Amendment & Signature - Flock Group, Inc.
- Agmt - Flock Group, Inc.
- Insurance - Flock Group, Inc.
- Agmt & Signature - Gladwell Governmental Services, Inc.