



Administrative Report

H.5., File # 25-1232

Meeting Date: 9/16/2025

To: MAYOR AND CITY COUNCIL
From: STEPHANIE MEYER, FINANCE DIRECTOR

TITLE

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE AN AGREEMENT WITH THE LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE FOR IMPLEMENTATION AND USE OF THE DA'S ELECTRONIC CHARGE EVALUATION REQUEST PORTAL (eCER) FOR ELECTRONIC SUBMITTAL OF CRIME REPORTS AND ASSOCIATED SUPPORTING DOCUMENTATION FOR THE EVALUATION OF POTENTIAL CRIMINAL CHARGES AT NO COST TO THE CITY FOR THE TERM SEPTEMBER 16, 2025 TO SEPTEMBER 15, 2030

CONTACT: JOE HOFFMAN, CHIEF OF POLICE

2. APPROVE AN AMENDMENT TO THE AGREEMENT WITH PHOENIX GROUP INFORMATION SYSTEMS FOR FALSE ALARM PERMIT MANAGEMENT AND FEE COLLECTION SERVICES, IN AN AMOUNT NOT TO EXCEED 16% OF THE FEES COLLECTED, FOR THE INITIAL TERM AUGUST 19, 2025 TO AUGUST 19, 2027, TO INSERT THE CITY'S STANDARD LIABILITY PROVISION

CONTACT: JOE HOFFMAN, CHIEF OF POLICE

3. APPROVE AN AGREEMENT WITH NV5, INC. FOR DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR THE SOUTHBOUND PACIFIC COAST HIGHWAY AT TORRANCE BOULEVARD PROJECT, JOB NO. 40800, IN AN AMOUNT NOT TO EXCEED \$34,000, FOR THE TERM SEPTEMBER 17, 2025 TO SEPTEMBER 16, 2027 WITH TWO OPTIONAL ONE-YEAR RENEWALS

CONTACT: ANDREW WINJE, PUBLIC WORKS DIRECTOR

EXECUTIVE SUMMARY

Approve Contracts Under \$35,000

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Los Angeles County District Attorney's Office
- Agmt, Signature & Insurance - Amended Agreement Phoenix Group Information Systems
- Agmt, Signature & Insurance - NV5, Inc.