



# Administrative Report

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H.4., File # 25-0125

Meeting Date: 5/6/2025

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

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE AN AGREEMENT WITH PI ENVIRONMENTAL, LLC FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REPORTING REQUIREMENTS FOR THE CITY'S FOURTH OF JULY FIREWORKS DISPLAY IN AN AMOUNT NOT TO EXCEED \$9,500 FOR THE TERM MAY 7, 2025 TO DECEMBER 31, 2025
2. APPROVE AN AGREEMENT WITH THE LOS ANGELES COUNTY AUDITOR-CONTROLLER TO PROVIDE FOR PLACEMENT OF THE CITY'S ANNUAL STREET LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT CHARGES, SEWER USER FEES, AND REFUSE FEES ON THE 2025-26 FISCAL YEAR SECURED TAX ROLL FOR AN AMOUNT OF \$0.25 PER ASSESSMENT, PER PARCEL, AND \$13.00 FOR EACH CORRECTION (FOR AN ESTIMATED FY 2025-26 CITY EXPENDITURE OF \$15,000)
3. APPROVE AN AGREEMENT WITH ADVANCED PROBLEM SOLVING, LLC FOR TRAINING AND RECORDS MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$21,210.83 FOR THE TERM JULY 1, 2025 TO JUNE 30, 2029

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt, Signature & Insurance - PI Environmental, LLC
- Agmt - Los Angeles County Auditor-Controller
- Agmt, Signature & Insurance - Advanced Problem Solving, LLC