



Administrative Report

H.5., File # 23-7173

Meeting Date: 12/5/2023

To: MAYOR AND CITY COUNCIL
From: WENDY COLLAZO, FINANCE DIRECTOR

TITLE

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE FUNDING AGREEMENT WITH THE DISABILITY COMMUNITY RESOURCE CENTER FOR THE INDEPENDENT LIVING SERVICES PROGRAM IN AN AMOUNT NOT TO EXCEED \$6,332 AND THE TERM JULY 1, 2023 THROUGH JUNE 30, 2024, WITH AN OPTION TO EXTEND THE TERM FOR ONE (1) YEAR.
2. APPROVE A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE FUNDING AGREEMENT WITH THE SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER DBA HOUSING RIGHTS CENTER FOR THE FAIR HOUSING PROGRAM IN AN AMOUNT NOT TO EXCEED \$20,000 AND THE TERM JULY 1, 2023 THROUGH JUNE 30, 2024, WITH AN OPTION TO EXTEND THE TERM FOR ONE (1) YEAR.
3. APPROVE A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE FUNDING AGREEMENT WITH THE SALVATION ARMY FOR MEALS ON WHEELS PROGRAM IN AN AMOUNT NOT TO EXCEED \$4,749 AND THE TERM JULY 1, 2023 THROUGH JUNE 30, 2024, WITH AN OPTION TO EXTEND THE TERM FOR ONE (1) YEAR.
4. APPROVE A SUBSCRIPTION AGREEMENT WITH AUTO-GRAPHICS, INC. FOR USE OF DIGITAL DOCUMENT MANAGEMENT SYSTEM SOFTWARE IN AN AMOUNT NOT TO EXCEED \$2,000 AND THE TERM DECEMBER 5, 2023 THROUGH DECEMBER 5, 2024.
5. APPROVE AN AGREEMENT WITH MICHAEL BAKER INTERNATIONAL, INC. TO PREPARE THE MOONSTONE PERMANENT SUPPORTIVE HOUSING HUD NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) DOCUMENTATION IN AN AMOUNT NOT TO EXCEED \$5,500 AND THE TERM DECEMBER 5, 2023 THROUGH DECEMBER 4, 2025.
6. APPROVE A MERCHANT APPLICATION, AGREEMENT AND SERVICE FEES ADDENDUM WITH GLOBAL PAYMENTS DIRECT, INC. FOR A CREDIT CARD PROCESSING FEE IN THE AMOUNT OF 3% PER TRANSACTION TO BE PAID BY THE CARDHOLDER FOR BUILDING AND ENGINEERING PERMITS AT NO COST TO THE CITY UNTIL TERMINATED.

7. APPROVE AN AGREEMENT WITH BRAD RITTERSPACH FOR MEDIA TRAINING SERVICES IN AN AMOUNT NOT TO EXCEED \$10,500 AND THE TERM DECEMBER 5, 2023 THROUGH MARCH 4, 2024.

EXECUTIVE SUMMARY

Approve Contracts Under \$35,000

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Disability Community Resource Center - CDBG
- Insurance - Disability Community Resource Center - CDBG
- Agmt - Southern California Housing Rights Center - CDBG
- Insurance - Southern California Housing Rights Center - CDBG
- Agmt - The Salvation Army - CDBG
- Insurance - The Salvation Army - CDBG
- Agmt - Auto-Graphics, Inc.
- Insurance - Auto-Graphics, Inc.
- Agmt - Michael Baker International, Inc.
- Agmt - Global Payments Direct, Inc. - Merchant Application, Agreement, Service Fees Addendum
- Insurance - Global Payments Direct, Inc.
- Agmt - Brad Ritterspach