



# Administrative Report

H.6., File # 24-0021

Meeting Date: 1/23/2024

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

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE AN AGREEMENT WITH ZOHO CORPORATION TO RENEW LICENSING FOR HELPDESK SOFTWARE WITH IT ASSET MANAGEMENT FOR AN AMOUNT NOT TO EXCEED \$18,616 FOR THE TERM JANUARY 23, 2024 THROUGH JUNE 30, 2025
2. APPROVE AN AGREEMENT WITH CIVICPLUS, LLC FOR THE MONSIDO TOOL TO SCAN THE CITY'S WEBSITE FOR BROKEN LINKS, MISSPELLINGS, AND ADA COMPLIANCE TO IMPROVE WEBSITE ACCESSIBILITY AND EFFICIENCY FOR AN AMOUNT NOT TO EXCEED \$28,727 FOR THE TERM JANUARY 1, 2024 THROUGH JANUARY 31, 2025, WITH THREE AUTOMATIC ONE-YEAR RENEWALS
3. APPROVE A SIGNATURE AUTHORITY CERTIFICATE AND REVISED TRUE LEASE SCHEDULE FOR DELL WORKSTATIONS PREVIOUSLY APPROVED BY THE CITY COUNCIL ON JULY 23, 2023 WITH DELL FINANCIAL SERVICES, LLC TO REVISE THE COMMENCEMENT DATE TO FEBRUARY 1, 2024 AND EXTEND THE TERM TO JANUARY 31, 2028 AT NO COST TO THE CITY
4. APPROVE AN AGREEMENT WITH FOSTER & FOSTER CONSULTING ACTUARIES, INC. FOR PREPARATION OF AN ACTUARIAL VALUATION THAT IS REQUIRED EVERY TWO YEARS FOR OTHER POST-EMPLOYMENT BENEFITS (OPEB) AND GASB 75 REPORTING IN AN AMOUNT NOT TO EXCEED \$26,500 FOR THE TERM JANUARY 23, 2024 THROUGH DECEMBER 31, 2025
5. APPROVE A RESERVIST LOCATION FACILITY USE AGREEMENT WITH THE LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK FOR USE OF THE AVIATION GYM DANCE ROOM FOR THE MARCH 5, 2024 PRIMARY PRESIDENTIAL ELECTION FOR THE TERM FEBRUARY 24, 2024 TO MARCH 5, 2024 AND FOR THE NOVEMBER 5, 2024 GENERAL ELECTION FOR THE TERM OCTOBER 26, 2024 TO NOVEMBER 5, 2024 AT NO COST TO THE CITY

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Zoho Corporation
- Insurance - Zoho Corporation
- Agmt and Insurance - CivicPlus, LLC
- Signature Authority Certificate - Dell Financial Services, LLC
- True Lease Schedule - Revised - Dell Financial Services, LLC
- True Lease Schedule and Master Lease Agreement - Previously Approved - Dell Financial Services, LLC, July 23, 2023
- Insurance - Dell Financial Services, LLC
- Agmt and Insurance - Foster & Foster Consulting Actuaries, Inc.
- Agmt - Los Angeles County Registrar-Recorder County Clerk