



# Administrative Report

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H.5., File # 22-4632

Meeting Date: 8/16/2022

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**To:** MAYOR AND CITY COUNCIL

**From:** LORI YAMASAKA, ACTING FINANCE DIRECTOR

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. 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 \$11,610 FOR THE TERM NOVEMBER 21, 2022 THROUGH NOVEMBER 20, 2023.
2. APPROVE A SECOND AMENDMENT TO THE AGREEMENT WITH MUNISERVICES, LLC FOR CITY-SPECIFIC AUDIT SERVICES FOR AN AMOUNT NOT TO EXCEED \$20,000 ANNUALLY AND TO EXTEND THE TERM TO AUGUST 30, 2024.
3. APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK FOR RELEASE OF VOTER SIGNATURE FILES FOR THE OCTOBER 19, 2022 SPECIAL ELECTION AND FUTURE CITY ELECTIONS AT NO COST FOR THE TERM AUGUST 16, 2022 THROUGH AUGUST 15, 2027 WITH OPTIONS TO EXTEND THROUGH AUGUST 15, 2032.
4. APPROVE AN AGREEMENT WITH LEADING RESOURCES, INC. FOR STRATEGIC PLANNING CONSULTING SERVICES, IN AN AMOUNT NOT TO EXCEED \$20,000 FOR THE TERM OF AUGUST 16, 2022 TO AUGUST 15, 2023.
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 NOVEMBER 8, 2022 STATEWIDE GENERAL ELECTION AT NO COST TO THE CITY FOR THE TERM AUGUST 16, 2022 THROUGH NOVEMBER 9, 2022.
6. APPROVE AN AGREEMENT WITH COMCATE, INC. FOR ONLINE CITIZEN REQUEST MODULE, CODE ENFORCEMENT MANAGER, ACCESS REDONDO MOBILE APP, AND GIS ENTERPRISE APPLICATION MAINTENANCE AND SUPPORT IN AN AMOUNT NOT TO

EXCEED \$ 25,000 FOR THE TERM JULY 1, 2022 THROUGH JUNE 30, 2023.

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

Contracts, Signatures, Insurance