



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Environmental Science Associates for On-Call Environmental Review Services

MEETING DATE: February 21, 2024

TO: Mayor and City Council

PREPARED BY: Molly Binnall, Management Analyst II

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 1 with Environmental Science Associates for Fiscal Year 2023/2024 on-call environmental review services, increasing the compensation by \$10,000 for a total agreement amount not-to-exceed \$25,000.

DISCUSSION

The Community Development Department currently utilizes Environmental Science Associates (ESA) to provide necessary planning services on an as-needed basis for the peer review of environmental and biological resource services, and the preparation of any associated documentation. At the City Council meeting on June 21, 2023, the City Council approved the on-call services agreement with ESA for \$15,000 for Fiscal Year 2023/2024.

Due to a significant increase in services needed for new development, staff is recommending an amendment of \$10,000 from the available fund balance in Account No. 100-4330-52825 (Professional Services (Recoverable)) for a total not-to-exceed contract amount of \$25,000.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

FISCAL IMPACT

The fiscal impact of the proposed amendment with ESA is \$10,000. Funding for the proposed amendment is available within the approved operating budget for Fiscal Year 2023/2024 in Account No. 100-4330-52825 (Professional Services (Recoverable)). These expenditures are fully recoverable through the developer deposits and fees. No additional budget appropriation is required for this action.

ATTACHMENTS

1. Fully Executed Professional Services Agreement
2. Professional Services Agreement Amendment No. 1