



## **CITY OF MENIFEE**

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SUBJECT: Agreement Amendment with 4Leaf, Inc. for On-Call Plan Review Services and Professional Inspection Services

MEETING DATE: May 21, 2025

TO: Mayor and City Council

PREPARED BY: Laura Sportelli, Management Analyst

REVIEWED BY: Orlando Hernandez, Acting Community Development Director

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement (“Agreement”) with 4Leaf, Inc., for on-call Building and Safety Plan Review and Inspection services, increasing the Agreement by \$38,601, for a total not-to-exceed amount of \$469,600.

### **DISCUSSION**

The City’s Building and Safety Division is responsible for plan review, permit technician, and inspection services for projects submitted to the City to ensure conformance with applicable local, state, and federal building codes and regulations. With a continuous high volume of permit submissions, plan checks, and inspections, the Building and Safety Division supplements its current in-house efforts with the use of consultants to provide required services when deemed necessary. By doing so, the City is able to ensure responsive customer care during the permit process, quality plan review services, and informed inspections within a concise timeline.

On June 21, 2023, the City Council approved the 4Leaf, Inc. (“4Leaf”), Agreement for professional, on-call Building and Safety services for a two-year contract term from July 1, 2023, through June 30, 2025, and for a total not-to-exceed amount of \$406,000. In recompense for a large industrial plan review (18% of contract) and to ensure that plan review and inspection services were fully funded through April 2025, the City Manager executed Amendment No. 1 to the Agreement on April 21, 2025, increasing the not-to-exceed amount by \$24,999 to \$430,999.

Due to the continued and increasing volume of development activities, staff have relied on 4Leaf for technical and timely plan reviews and inspection support over the current two-year term and expect to exceed the allocated budget prior to the end of the contract period.

The proposed Amendment No. 2 (“Amendment”) would further increase 4Leaf’s Agreement by \$38,601, to a total not-to-exceed limit of \$469,600 through June 2025, as outlined in Table 1 below. If approved, the Amendment would provide staff with the opportunity to maintain continuity on plan reviews and inspections that are currently supported by 4Leaf services. All other terms of the Agreement would remain unchanged.

**TABLE 1 – 4LEAF, INC., PROFESSIONAL SERVICES AGREEMENT HISTORY**

	<b>Date approved</b>	<b>Amount</b>	<b>Contract Term</b>
Original PSA	06/21/2023	\$406,000	6/30/2025
Amendment No. 1	04/21/2025	\$24,999	6/30/2025
<b>Amendment No. 2</b>	<b>PENDING</b>	<b>\$38,601</b>	<b>6/30/2025</b>
	<b>Total</b>	<b>\$469,600</b>	

Pursuant to Menifee Municipal Code §3.12.090, amendments or change orders in the amount greater than 10% of the contract amount, or that exceed the City Manager’s signing authority, shall be approved by the City Council.

**STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community

**FISCAL IMPACT**

The fiscal impact of the proposed Amendment is not-to-exceed \$38,601 through the contract term of fiscal year (FY) 2024/2025, bringing the total agreement to a not-to-exceed amount of \$469,600. Funding for the proposed amendment is available within the FY 2024/2025 budget, under Professional Services for the Building and Safety division within the General Fund (1100-CDD-BLDG-652800). No additional budget appropriation actions would be required for approval of the proposed Amendment.

**ATTACHMENTS**

1. Amendment No. 2
2. Original Agreement
3. Amendment No. 1