



CITY OF MENIFEE

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

MEETING DATE: June 5, 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. 2 to the Professional Services Agreement with Environmental Science Associates for Fiscal Years (FY) 2023/2024 and 2024/2025 on-call environmental review services, increasing the amount by \$10,000 for a total not-to-exceed amount of \$35,000 for FY 2023/2024.

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 an agreement with ESA in the amount of \$15,000 for FY 2023/2024 and \$15,000 for FY 2024/2025 for a total agreement amount of \$30,000. On February 21, 2024, the City Council approved Amendment No. 1 authorizing an additional \$10,000 specific to FY 2023/2024 for a not-to-exceed contract amount of \$25,000.

Due to significant increases in services needed for new development, staff is requesting an amendment of \$10,000 for FY 2023/2024 for a total not-to-exceed contract amount of \$35,000. All other terms of the agreement shall remain the same.

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. 100-4330-52800 (Professional Services), which would be transferred to the appropriate Account No. 100-4330-52825 (Professional Services-Recoverable) if approved. These expenditures are fully recoverable through the developer deposits and fees. No additional budget appropriation is required for this action.

ATTACHMENTS

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