



## **CITY OF MENIFEE**

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SUBJECT: Amendment No. 2 to Fiscal Year 2022/2023 Architerra Design Group On-Call Professional Services Agreement

MEETING DATE: March 15, 2023

TO: Mayor and City Council

PREPARED BY: Molly Binnall, Management Analyst

REVIEWED BY: Cheryl Kitzerow, 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 Fiscal Year (FY) 2022/2023 On-Call Professional Services Agreement with Architerra Design Group in an amount of \$65,500 for total not-to-exceed \$148,000.

### **DISCUSSION**

The Community Development Department currently utilizes Architerra Design Group to provide necessary planning services on an as-needed basis including landscape design plan review and inspections. At the City Council meeting on June 15, 2022, Council approved the Agreement for on-call services with Architerra Design Group for FY 2022/2023. On February 14, 2023, the City Manager authorized the approval of Amendment No.1 for a 10% contract amount increase as per City policy.

Due to a significant increase in services needed for housing and commercial projects, staff is recommending a second amendment of \$65,500 from the available fund balance in Account #100-4330-52825 (Professional Services (Recoverable)).

### **STRATEGIC PLAN OBJECTIVE**

Livable and Economically Prosperous Community

### **FISCAL IMPACT**

The proposed amendment in the amount of \$65,500 will be funded from available budget within Account # 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. Professional Services Agreement
2. Amendment No. 1
3. Amendment No. 2