



## CITY OF MENIFEE

SUBJECT: Agreements for On-call Services for the Building and Safety Department for Fiscal Years 2023/2024 and 2024/2025

MEETING DATE: June 21, 2023

TO: Mayor and City Council

PREPARED BY: Laura Sportelli, 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 two Professional Services Agreements for On-Call Plan Review, Inspection, and Permit Technician Services for the Building and Safety Department for Fiscal Year (FY) 2023/2024 and FY 2024/2025.

### **DISCUSSION**

The Building and Safety division currently utilizes consultants to provide necessary permit technician, inspection, and plan review services on an on-call, as-needed, basis. In preparation for the next two fiscal years, FY 2023/2024 and FY 2024/2025, staff recommends approval of the following Professional Services Agreements (PSAs) outlined in Table 1 below for necessary consulting services covering the period of July 1, 2023, to June 30, 2025. The current PSAs are set to expire on June 30, 2023, as they run concurrent with each fiscal year.

New agreements will need to be executed to provide for the continuity of service to meet the needs of projects within the City for FY 2023/2024 and FY 2024/2025.

**Table 1: Agreement Summary**

Fiscal Year	Services	Contract Amount	Account #
<b>4Leaf Inc</b>			
<b>FY 23/24</b>	Plan review, inspection, & permit technician services	\$200,000	100-4331-52800
<b>FY 24/25</b>	Plan review, inspection, & permit technician services	\$206,000	100-4331-52800
<b>Interwest Consulting Group Inc</b>			
<b>FY 23/24</b>	Plan review, inspection, & permit technician services	\$200,000	100-4331-52800
<b>FY 24/25</b>	Plan review, inspection, & permit technician services	\$206,000	100-4331-52800
<b>TOTAL:</b>		<b>\$812,000</b>	

## **STRATEGIC PLAN OBJECTIVE**

Thriving Economy

## **FISCAL IMPACT**

The fiscal impact totaling \$812,000 for these on-call contract services has been included in the proposed Building and Safety two-year budget for FY 2023/2024 and FY 2024/2025 within the Professional Services Account No. 100-4331-52800. No additional budget appropriation is required for this action.

## **ATTACHMENTS**

1. PSA - 4Leaf, Inc.
2. PSA - Interwest Consulting Group, Inc.