



CITY OF MENIFEE

SUBJECT: Agreements for On-Call Services for the Planning Division for Fiscal Years 2023/2024 and 2024/2025

MEETING DATE: June 21, 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

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute eight Professional Services Agreements for various On-Call Planning Services for Fiscal Year (FY) 2023/2024 and FY 2024/2025.

DISCUSSION

The Planning Division of the Community Development Department currently utilizes consultants to provide necessary planning services on an as-needed basis including environmental/CEQA review and document preparation, fiscal analysis, and landscape plan review and inspections. 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 for planning services are set to expire on June 30, 2023, as they run concurrent with each fiscal year.

New agreements will need to be executed in order to provide for the continuity of service to meet the needs of projects within the City for FY 2023/2024 and FY 2024/2025. All costs associated with the PSAs for Professional Services (Planning) are recoverable through the developer deposits and fees.

Table 1: Agreement Summary

Fiscal Year	Services	Contract Amount	Account #
Architerra Design Group			
FY 23/24	Landscape review & inspection services	\$140,000	100-4330-52825
FY 24/25	Landscape review & inspection services	\$140,000	100-4330-52825

Environmental Sciences Association			
FY 23/24	Peer review of technical studies, biological review services, CEQA document preparation	\$15,000	100-4330-52825
FY 24/25	Peer review of technical studies, biological review services, CEQA document preparation	\$15,000	100-4330-52825
Gary F. Hoyt Landscape Architecture, Inc.			
FY 23/24	Landscape review & inspection services	\$60,000	100-4330-52825
FY 24/25	Landscape review & inspection services	\$60,000	100-4330-52825
Kobata Associates, Inc.			
FY 23/24	Landscape review & inspection services	\$105,000	100-4330-52825
FY 24/25	Landscape review & inspection services	\$105,000	100-4330-52825
Stantec Consulting Services, Inc.			
FY 23/24	Review of PRIMPS, archeological & paleontological reports	\$5,000	100-4330-52825
FY 24/25	Review of PRIMPS, archeological & paleontological reports	\$5,000	100-4330-52825
Spicer Consulting Group			
FY 23/24	Review of Fiscal Impact Analysis Reports	\$10,000	100-4330-52825
FY 24/25	Review of Fiscal Impact Analysis Reports	\$10,000	100-4330-52825
Telecom Law Firm, PC			
FY 23/24	Plan review for wireless facilities	\$5,000	100-4330-52825
FY 24/25	Plan review for wireless facilities	\$5,000	100-4330-52825

Fiscal Year	Services	Contract Amount	Account #
Signs by Tomorrow			
FY 23/24	Public Hearing signage postings	\$30,000	100-4330-51400
FY 24/25	Public Hearing signage postings	\$30,900	100-4330-51400
TOTAL:		\$740,900	

STRATEGIC PLAN OBJECTIVE

Thriving Economy

FISCAL IMPACT

The fiscal impact totaling \$680,000 for on-call contract services has been included in the proposed Planning two-year budget for FY 2023/2024 and FY 2024/2025 within Account No. 100-4330-52825 (Professional Services-Recoverable).

The fiscal impact totaling \$60,900 for on-call contract services has been included in the proposed Planning two-year budget for FY 2023/2024 and FY 2024/2025 within Account No. 100-4330-51400 (Legal Advertising).

These expenditures are fully recoverable through the developer deposits and fees. No additional budget appropriation is required for this action.

ATTACHMENTS

1. PSA - Architerra Design Group
2. PSA - Environmental Sciences Association
3. PSA - Gary F. Hoyt Landscape Architecture, Inc
4. PSA - Kobata Associates, Inc.
5. PSA - Stantec Consulting Services, Inc
6. PSA - Spicer Consulting Group
7. PSA - Telecom Law Firm, PC
8. PSA - Signs by Tomorrow