



CITY OF MENIFEE

SUBJECT: Amendment No. 1 to a Professional Services Agreement with JLC Engineering & Consulting

MEETING DATE: June 16, 2021

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Financial Services Manager

REVIEWED BY: Yolanda Macalalad, Assistant City Engineer

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize City Manager to execute Amendment No. 1 to the existing Professional Services Agreement with JLC Engineering & Consulting for FY2020/21 On-Call Engineering Services by increasing the contract amount by \$9,000 for a revised total contract amount not to exceed \$39,000.

DISCUSSION

The City of Menifee Public Works/Engineering Department oversees and reviews all land development activity occurring within the City boundaries from an engineering perspective. As new development projects are proposed, staff reviews and permits all land development maps and plans.

For fiscal year (FY) 2020/21, the land development review process is implemented by in house staff and supplemented by professional consultants, when deemed necessary. Consultants specializing in particular disciplines such as surveying & mapping help the City provide complete and timely customer service with respect to land development projects.

Based on the Public Works/Engineering Department's activity trends through May 2021, staff has projected the land development activity to maintain a steady pace for the balance of FY 2020/21. Therefore, staff has identified a need to adjust the existing professional services agreements with the consultant listed in the following table to accommodate the anticipated need for the identified consulting services for the remainder of FY 2020/21:

Consultant Name	Proposed Amendment Amount
JLC Engineering & Consulting - FY20/21 On Call Civil Engineering Services	\$9,000

These expenditures are fully recoverable through developer deposits and fees.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

The fiscal impact of Amendment No. 1 to the existing professional services agreement with JLC is \$9,000. However, this does not result in an overall increase to the on-call recoverable consulting services, as funding for this amendment will be covered from unused contracts/purchase orders, within Account #100-4551-52825 (Professional Services (Recoverable)). No additional budget appropriation action(s) is required.

ATTACHMENTS

1. Amendment No. 1
2. Professional Services Agreement with JLC