



MEMORANDUM

City of Angels City Council

Date: November 18, 2025

To: City Council

From: Amy Augustine, AICP City Planner

Re: Resolution 25-89 approving Change Order 4 in the amount of \$3,000 for Augustine Planning Associates, Inc. to prepare and submit a 2025 CDBG Microenterprise Grant

Recommendation

Approve Resolution 25-89.

Background/Discussion

Augustine Planning Associates, Inc. was awarded the City Planning Services contract on August 1, 2023, in the amount of \$90,000 annually. Since that date, three Change (Task) Orders have been approved (Task Order 1 and Task Order 2) totaling \$15,000 to oversee the Utica Park/Lightner Mine Expansion and Rehabilitation Project. Both task orders concluded at the end of FY 24/25. A third task order was approved for \$5,000 for the City Planner to process business licenses, park reservations, banners, and planning and encroachment permit intake and routing during maternity leave for the Administrative Services Specialist between mid-June and mid-August, 2025. A total of \$20,000 in task orders have been issued under APA's 2023 contract.

Augustine Planning Associates, Inc. prepared and submitted a 2024 CDBG Microenterprise grant application. APA's familiarity with the process will enable APA to expedite a submittal in time for the December 1, 2025 deadline. It is anticipated that updating all forms, revising the application in response to amended guidelines and assisting other staff in learning to use the state's online submittal portal, and meeting with stakeholders, will cost up to \$3,000.

Financial Impact

\$3,000 in general fund dollars will be expended. The grant application will be for \$1.5 million and includes grant administration funds.

Attachments

- A. Change Order No. 4
- B. Resolution 25-89