



MEMORANDUM

City of Angels City Council

Date: June 17, 2025

To: City Council

From: Amy Augustine, AICP City Planner

Re: Resolution 25-37 approving Change Order 3 in the amount of \$5,000 for Augustine Planning Associates, Inc. to temporarily provide some Administrative Services Specialist Support Services

Recommendation

Approve Resolution 25-37.

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, two 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 conclude at the end of FY 24/25.

Task Order #3 will allow 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.

Prior task orders have been approved for Augustine Planning Associates, Inc. under the City's planning services contract when it was necessary to provide back-up for retiring employees, position vacancy, or, as in this case, maternity leave for this position. APA's familiarity with City's permit processing procedures and software avoids the necessity to bring in outside support, requiring extensive training for only a limited time.

Financial Impact

An additional \$5,000 total in general fund dollars will be expended extending from June 2025 through mid-August 2025.

Attachments

- A. Change Order No. 3
- B. Resolution 25-37