

STAFF REPORT REGULAR MEETING

AGENDA DATE: September 2, 2025

DEPARTMENT: Community Sustainability

TITLE:

Fifth Amendment to the Professional Services Agreement with Chen Moore and Associates, Inc. for Planning, Zoning, and Historic Preservation.

SUMMARY:

Fifth Amendment to an existing agreement with Chen Moore and Associates, Inc. for the preparation of additional professional planning and arborist services for a total additional cost not to exceed \$45,000.

BACKGROUND AND JUSTIFICATION:

Approval is sought for a fifth amendment to the standing agreement with Chen Moore and Associates, Inc. to provide additional planning and arborist services to the city. This proposed amendment is an all-inclusive proposal for an additional \$45,000 to cover the costs to be incurred during Fiscal Year 2024-2025. The original agreement was capped at \$50,000 for the fiscal year. The additional work products include community outreach, survey, rezoning and comprehensive plan amendment as well as land development amendments for the Whispering Palms Neighborhood. Other additional services are related to arborist services being provided in the absence of a City Arborist.

MOTION:

Move to approve/disapprove the Fifth Amendment with Chen Moore and Associates, Inc. for Planning, Zoning, and Historic Preservation planning services.

ATTACHMENT(S):

Fiscal Impact Analysis
Fifth Amendment

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$45,000	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact (If not budgeted)	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Community Sustainability
Division	PZHP
GL Description	Professional Services/ Other Contractual Services
GL Account Number	001.2010.515.31.90(\$20,000) 001.2030.515.31.90(\$5,000) 001.2070.559.31.90(\$5,000) 001.2070.559.34.50(\$15,000)
Project Number	N/A
Requested Funds	\$45,000
Remaining Balance	001.2010.515.31.90(\$4,447) 001.2030.515.31.90(\$4,748) 001.2070.559.31.90(\$4,896) 001.2070.559.34.50(\$2,545)
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo