



# TOWN OF FAIRFAX

## STAFF REPORT

May 3, 2017

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager *GT*

**SUBJECT:** Amend an agreement with Municipal Resources Group to increase the not-to-exceed amount for project management services by \$15,000.

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### RECOMMENDATION

Authorize the Town Manager to amend an agreement with Municipal Resources Group to increase the not-to-exceed amount for project management services from \$30,000 to \$45,000.

### DISCUSSION

The Town has been without a Planning and Building Services Director (Director) since the beginning of December 2016. The Town Manager contracted with Municipal Resources Group (MRG) to provide project management services to assist with planning projects and other duties as assigned (e.g., updating personnel policies), pending the hiring of a new Director. The initial agreement was for an amount not to exceed \$15,000, which the Council increased to \$30,000 in March, to extend the contract through April. The project manager has been working approximately 15 hours per week beginning in mid-January.

In order to continue this level of service through June, staff is recommending the Council increase the not-to-exceed amount from \$30,000 to \$45,000. Unfortunately, the process for the Planning and Building Services Director is taking a bit longer than expected. Staff anticipates we will have completed the process by the end of June.

### FISCAL IMPACT

The amount can be absorbed by the Planning Department budget (01-311), due to the salary savings from the vacant Director position. MRG bills the project manager services at \$130/hr plus mileage reimbursement.

### ATTACHMENT

Contract Amendment No. 2

AGENDA ITEM # 4

**AMENDMENT NO. 2 TO CONSULTANT SERVICES AGREEMENT**

This Amendment No. 2 to Consultant Service Agreement (this "Amendment No. 2") is entered into as of \_\_\_\_\_, by and between the TOWN OF FAIRFAX (the "Town") and Municipal Resource Group, LLC, a California Limited Liability Corporation (the "Consultant"), with reference to the following facts:

**RECITALS**

- A. Town and Consultant previously entered into that certain Consultant Services Agreement dated as of December 19, 2016 (Agreement"). Capitalized terms used in this Amendment No. 2 shall have the meanings assigned to them in the Agreement.
- B. Town Council approved Amendment No.1 to the Agreement on March 1, 2017 increasing the not-to-exceed amount from \$15,000 to \$30,000.
- C. The parties wish to modify the Agreement as provided more particularly below.

**AGREEMENT**

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference, Town and Consultant hereby agree as follows:

- 1. The maximum amount payable under the Agreement shall be increased by \$15,000.00 to a total not to exceed amount of \$45,000.00.
- 2 Except as specifically modified herein, all of the other remaining provisions of the Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Town and Consultant have executed this Amendment No. 1 as of the date first written above.

"TOWN"  
TOWN OF FAIRFAX

By: \_\_\_\_\_

Its: \_\_\_\_\_

Print Name: \_\_\_\_\_

"CONSULTANT"  
Municipal Resource Group, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Print Name: \_\_\_\_\_