



# TOWN OF FAIRFAX

## STAFF REPORT

### March 1, 2017

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager

**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 \$15,000 to \$30,000.

#### **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, pending the hiring of a new Director. The initial agreement was for an amount not to exceed \$15,000. The project manager has been working approximately 15 hours per weeks beginning in mid-January. In order to continue this level of service through April, staff is recommending the Council increase the not-to-exceed amount from \$15,000 to \$30,000. Staff anticipates we will have completed the recruitment process for the Planning and Building Services Director by the end of April.

#### **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.