



1 Trophy Wood Drive, Trophy Club, TX 76262 | 682.237.2900 | info@trophyclub.org | trophyclub.org

To: Mayor and Town Council

From: Matt Cox, Director of Community Development

CC: Wade Carroll, Town Manager
Anita Otterson, Town Secretary

Re: Purchase Order

Date: Town Council Meeting, September 27, 2022

Agenda Item:

Take appropriate action to approve an increase of Purchase Order 22-00125 from \$25,000 to \$30,000 with HE Planning+Design LLC for on-call planning services for the Town. (M.Cox)

Background and Explanation:

In December, Town Council approved a Professional Services Agreement with HE Planning+Design for on-call planning services, not to exceed \$25,000. Staff is requesting for an additional \$5,000 due to an unforeseen increase of planning and zoning applications and cases for 2022.

Financial Considerations:

Staff is recommending increasing the current PO from \$25,000 to \$30,000 for HE Planning+Design to provide for professional planning services on an as-needed basis. Funding will come from closing the Teague Nall & Perkins services PO for \$45,000 which has a remaining balance of \$15,738.40 for FY2022. This will leave an unencumbered balance of \$10,738.40.

Legal Review:

This contract and PO have been reviewed by the Town Manager and Town Attorney.

Attachments:

- Professional Services Agreement
- HE Requisition Form
- Current PO 22-00125