

[Date]

[Name]

[Company]

[Address 1]

[Address 2]

SUBJECT: On-call Services Agreement

Dear [Name]:

The City of Arroyo Grande thanks you for participating in the City’s on-call consulting services program. A copy of your original agreement is available to you upon request.

The on-call services agreement between [Company] and the City of Arroyo Grande is set to expire on July 31, 2024. The original contract provides for a one-time two-year extension upon City Council approval.

Staff is recommending that City Council approve this extension at its July 23, 2024 meeting. If approved by Council, your firm will have the option to extend your agreement for an additional two years as provided under the current terms and conditions. Unless extended, the original agreement is set to expire on July 31, 2024. If you wish to extend your agreement, please sign and return this letter to the City by July 30, 2024. Your letter should also include copies of all necessary insurance requirements.

This extension will not be considered executed until signed by both parties. Once fully executed, a copy of this letter will be returned to you. This will be the only extension of the original Agreement dated August 1, 2021, and will remain in effect until July 31, 2026.

If you have any questions, please feel free to contact me at 805-473-5444.

Respectfully,

Shannon Sweeney
City Engineer

Matthew Downing, City Manager

Signature, Name, Title

Date

Date