

Memorandum

REPORT TO: City Commission

FROM: Jon Henderson, Assistant City Manager

SUBJECT: Authorize the City Manager to Sign a First Amendment to the Master Services Agreement with Hennebery Architects, LLC for the Public Works Facility Expansion Project

MEETING DATE: February 3, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign a First Amendment to the Master Services Agreement with Hennebery Architects, LLC for the Public Works Facility Expansion Project

STRATEGIC PLAN: 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

BACKGROUND: On January 6, 2026 the City approved a Master Services Agreement with Hennebery Eddy Architects, LLC for conceptual design, site analysis, and cost modeling in support of the City's public works facility expansion effort.

This amendment revises the original contract language to address minor oversights intended to persist in the final version of the document.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As directed by the City Commission.

FISCAL EFFECTS: None.

Attachments:

[First Amendment to Public Works Facility Expansion Master Services Agreement.pdf](#)

Report compiled on: January 22, 2026