

**SECOND AMENDMENT OF  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF BERKELEY, MISSOURI  
AND SAFEbuilt, LLC**

**THIS SECOND AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT** is made effective as of the date of the last signature below by and between City of Berkeley, Missouri, (Municipality) and SAFEbuilt, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). Municipality and Consultant shall be jointly referred to as the "Parties".

**RECITALS AND REPRESENTATIONS**

WHEREAS, Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on August 29, 2023; and

WHEREAS, on March 26, 2024, Parties instituted First Amendment to the Agreement to include services for the Boeing Advanced Manufacturing Facility Project; and

WHEREAS, Parties hereto now desire to amend the Agreement to include services not included in the original scope of services of Agreement (Additional Services).

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

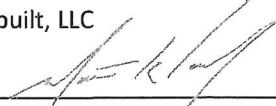
1. The above recitals are acknowledged as true and correct and are incorporated herein.
2. Agreement, Exhibit A, 1. List of Services is hereby amended to include the Additional Services as follows:

|                       |                                           |
|-----------------------|-------------------------------------------|
| a. Planner I          | \$93.00 per hour                          |
| b. Fence Review       | \$50 Flat Fee \$25 for additional reviews |
| c. Floodplain Reviews | \$125 per hour                            |
3. All other conditions and terms of the original Agreement and First Amendment not specifically amended herein, shall remain in full force and effect.

[Signature page to follow]

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

SAFEbuilt, LLC

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

Name: Matthew K. Causley

Title: Chief Operating Officer

Date: October 14, 2025

CITY OF BERKELEY, MISSOURI

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

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Susanna Gutierrez

### ASSOCIATE PLANNER

Susanna has 5 years of experience working in a variety of professional planning roles processing development projects for compliance with local, state, and federal regulations. She has worked firsthand with City officials and has obtained on the job knowledge pertaining to current planning and ordinance implementation as well as long-range community visioning for a holistic approach to code compliance. Susanna is an excellent problem solver, consistently follows through on tasks, and can balance multiple projects concurrently, making her a valuable resource on any planning project. Additionally, she is fluent in Spanish.

### PROFESSIONAL HISTORY

#### Associate Planner / Interwest Consulting Group

Susanna provides contract staffing services for municipalities assisting with the planning counter, processing ministerial and discretionary entitlements, preparing and presenting reports on development proposals to government bodies, implementing housing elements and associated reports, and supporting the update of zoning codes.

#### Notable assignments:

Contract Associate Planner, City of Garden Grove; Contract Associate Planner, City of Rio Vista; Contract Associate Planner, Town of Apple Valley; Contract Associate Planner, City of Fernley; Associate Planner, Indian Head Park Zoning Code Update; Contract Associate Planner, City of Antioch.

#### Assistant Planner / City of Avalon

Susanna was responsible for a full range of department duties and entitlement approvals. She has worked on site plan review, variances, conditional use permits, transient rental licenses, local coastal permits, zoning ordinance amendments (including SB9 and ADU updates), general plan amendments (Housing Element and Local Coastal Plan). She coordinated agenda placement and public notice for commission meetings. She prepared staff report materials, including zoning analysis, environmental determination, staff recommendations, resolutions, and conditions of approval. She was staff liaison for the Planning Commission and City Council.

#### Assistant Planner / City of Clearlake

Susanna was the contact planner for the City of Clearlake. She assisted with the front counter for both the Planning and Building Departments. She assisted in various land use and building permit applications, upheld compliance with local/state/national codes, compiled reports, and conducted various reviews for projects. She was the key facilitator between department levels of consistency in project review, NFIP, and the Cannabis Equity program.



**Years of Experience: 5**

#### Education

- BA, Urban Studies, University of California, Berkeley

#### Professional Affiliations

- FEMA Emergency Management IS 00100; 00200; 00700
- Lorman Institute: Form-Based Zoning
- UC Davis via Coursera Fundamentals of GIS
- LeadingGREEN Leed: Green Building Core Concepts and Strategy

#### Other Skills

- Bi-lingual - Spanish
- Salesforce
- iWorq
- Trakit
- Adobe Suite
- Microsoft Suite
- Google Suite
- Granicus
- Smart Gov
- ArcGIS
- AutoCAD
- Bluebeam
- Laserfiche

### Planning Intern / City of Avalon

Planning department assistant - scanned/sorted files, compiled list of CIPs for development impact fee review via third party, collaborated on updating City bus signage, coordinated with manufacturer to produce an ADA compliant City sign. Gained crucial in office planning experience, committed to being open to constructive criticism, asking questions, and approaching a variety of tasks.

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## Emily LaDue

### ASSISTANT PLANNER

Emily is an Assistant Planner with three years of experience within municipal planning departments and research organizations. She has experience in community planning, project entitlements, customer service, outreach, and urban design. She is adaptable, creative, and collaborative, making her a great addition to any project.

### PROFESSIONAL HISTORY

#### Assistant Planner / Interwest Consulting Group / 2023 – Present

Emily manages Staff Level, Planning Commission, and City Council Entitlements including commercial, residential, and industrial development. Responds to in person, over the phone, and email public counter inquiries related to zoning and property information, design standards, and more. Prepares maps and presentation graphics using ArcGIS Pro and the Adobe Suite. Assists with miscellaneous research projects related to Long Range Planning including General Plan and Specific Plan updates.

#### Planning Intern / City of Livermore / Summers 2021 & 2022, Winter 2022

Emily researched and developed street sections for the Downtown Specific Plan using Illustrator, researched and wrote a staff report on historic plaques for the Historic Preservation Commission, updated architectural design standards using InDesign, conducted site visits to analyze scenic corridor policy compliance and researched street sections, reviewed residential projects for compliance with development standards and affordable housing requirements, reviewed and approved residential and commercial current planning projects including applications for residential and commercial additions, sign design, and general site plan and design review. She conducted research to assist coworkers with projects including design standard amendments, agricultural easements, and mixed-use zoning, and assisted customers with planning and zoning questions at the public counter, by phone, and by email.



A SAFEbUILT COMPANY

Years of Experience: 3

### Education

- B.S. in City and Regional Planning, California Polytechnic State University

### Skills

- Adobe: InDesign, Illustrator, Photoshop
- Autodesk AutoCad
- SketchUp
- ArcGIS
- Microsoft Office
- Google Drive

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## Richard Smeaton, AICP

DIRECTOR OF PLANNING SERVICES / INTERWEST CONSULTING GROUP

Richard has been providing professional planning services for more than 25 years. He has worked almost exclusively with public agencies as a staff member, contract planner, or consultant. He is a skilled Project Manager who brings a wealth of experience in all aspects of urban planning and community development. This experience including preparing and managing the processing of major projects, design review, annexations, cannabis uses, housing elements, and various planning studies. His experience also includes holding director-level positions in municipal government. His background and experience have afforded him the skills to complete projects on-time and on-budget.

### PROFESSIONAL HISTORY

#### Principal Planner / Interwest Consulting Group / 2021 - Present

Richard is currently serving as the Director of Planning Services for Interwest Consulting Group. He oversees the daily operations of the Interwest's Planning Group focusing on current planning, long-range planning, and CEQA. Additionally, He provides a range of current and long-range planning services to Interwest clients.

**Notable Assignments/Projects:** Contract Interim Planning Director, Town of San Anselmo; Contract Principal Planner, City of Rio Vista; Contract Principal Planner, City of Morgan Hill; Contract Principal Planner, City of Vallejo; Contract Principal Planner, City of Orinda; Contract Principal Planner, City of Lafayette; Contract Principal Planner, City of Perris; Contract Principal Planner, City of El Cerrito; Contract Principal Planner, City of Benicia; Contract Planner, Village of Willowbrook; Contract Planner, Village of Peotone; Irwindale Zoning Ordinance Update; Jefferson Ridge SB35 Project; Bear Creek Road 5-Megawatt Photovoltaic Facility; Jersey Village Commercial Code Update; West University Residential Code Update; Lawrence Special Events Code Update.

#### Department Manager - Planning / Michael Baker International / 2014 - 2021

Richard served as the northern California Planning Lead for Michael Baker International. He led the current planning and long-range planning operations in Northern California, assisting municipal clients with current planning, long-range planning, housing, and CEQA/NEPA projects.

**Notable Assignments/Projects:** Interim Planning Manager, City of East Palo Alto; Contract Principal Planner, City of Morgan Hill; Contract Principal Planner, City of San Jose; Contract Project Manager, City of Santa Clara; Contract Senior Planner, City of Saratoga; Contract Cannabis Review, Monterey County; Contract Senior Planner, City of Campbell; Contract Senior Planner, City of Orinda; Planning Department Fee Study, City of East Palo Alto; Planning Department Budget, City of East Palo Alto; Greenfield South End Annexation, City of Greenfield.



INTERWEST

Years of Experience: 25+  
Years w/Interwest: 4

#### Education

- MPA, City Management, Northern Illinois University
- BA, Urban Planning, University of Illinois, at Urbana-Champaign
- Certificate in Real Estate Development, San Jose State University

#### Professional Affiliations

- American Planning Association, 1993 - Present
- American Institute of Certified Planners, 2001 - Present

INTERWEST

### Contract Planner and Housing Program Coordinator / City of Patterson / 2013

Richard initiated updates to the Housing Element and General Plan Map, wrote the Plan Commission's CEQA training manual, and managed projects through the entitlement and approval process. He supported the City's First-Time Homebuyer Assistance Program, and disseminated information to the public, builders, developers, and other agencies.

**Notable Projects:** Housing Element updates; General Plan Map updates; Climate Action Plan updates.

### Contract Planner / Baird + Driskell Community Planning / 2013

Richard conducted housing, demographic and special housing needs research and analysis for a private consulting firm. He attended meetings in support of the 21 Elements San Mateo Countywide Housing Update, which provided data to client communities to update their Housing Element. He created and maintained a countywide database of all Housing Element data.

### Independent Contractor / 2001 - 2013

Richard served as an independent contractor, conducting real estate marketing, leasing and property management for rental property. He oversaw demolition, construction and remodeling of residential and commercial spaces. Richard conducted real estate entitlement work for residential and commercial developments.

### Director of Community Development / Village of Matteson, IL / 2007 - 2009

Richard supervised the daily operations of the Community Development Department, consisting of three divisions, 15 employees, and multiple consultants. He prepared, analyzed and implemented the Department's budget. Richard developed and implemented policies and procedures to meet municipal goals, leading multidisciplinary teams and projects. He managed projects through the entitlement and approval process in an efficient and timely manner. Richard negotiated annexation agreements, economic development agreements, and contracts. He tracked departmental workflow, maintained reports and analyzed statistical information. Richard was tasked with streamlining the Community Development Department's approval processes and procedures.

**Notable Projects:** 211th Street Metra Station Transit-Oriented Development Plan; NEPA - Canadian National Railway Acquisition of EJ&E Railway Right-of-Way; Zoning Code Updates; Comprehensive Plan Update; Community Development Department Budget; Annexation of 50 acres on the northeast corner of Lincoln Highway & Harlem Avenue.

### Contract Village Planner / Village of Glen Ellyn, IL / 2006 - 2007

Richard managed projects, ensuring projects had the required documentation, met the legal requirements and moved through the approval process in an efficient timely manner. He reviewed and made recommendations on site plans, engineering plans, architectural elevations, building petitions and legal documentation for projects within the Village. Richard interpreted the Village Code, Zoning Ordinance and Building Code for contractors and residents. He served as liaison to the Plan Commission and the Architectural Review Commission. Richard negotiated annexation agreements and other contracts. He used a geographical information system (GIS) to analyze land-use, to create custom maps and reports.

**Notable Projects:** Village of Glen Ellyn Residential Design Guidelines.

### Planner & Zoning Officer / City of Batavia, IL / 1999 - 2004

Richard ensured projects had the required documentation, met the legal requirements and moved through the approval process in an efficient timely manner. He reviewed and made recommendations on plans, architectural elevations, building petitions, and legal documentation for commercial, industrial and residential projects. Richard served as liaison to city committees, commissions, and boards. He commenced legal proceedings and acted as the City's expert witness in court cases dealing with land-use, zoning, the building code and code enforcement issues. Richard disseminated information to the public, builders, developers and other agencies. He maintained departmental reports and analyzed statistical information. He also managed consultants providing contract

services to the City. Richard was the primary contact for economic development incentives. He provides press and public relations services, disseminating information regarding ongoing or proposed projects to encourage that the press maintained a positive view of the City and City policies. Richard revamped the development policies and procedures between the Community Development, Engineering and Public Works Departments maximize organizational effectiveness, efficiency and customer service.

**Notable Projects:** Downtown Batavia Master Plan; Expansion of the Aldi Corporate Campus; Zoning Code Updates; Multiple Annexations; Community Development Department Budgets; Planning and Building Fee Studies; Population Projections; Creation of Downtown TIF District #1 and #2; Highway Route 25 Realignment Project; Served as the City's Expert Witness on Planning related matters.



## ZOE PORTER

Floodplain Plans Examiner

SAFEbuilt.

3 YEARS OF EXPERIENCE

<1 YEARS WITH THE FIRM

### EDUCATION

**B.S., Geography Resource and Environmental Studies**

Texas State University

### LICENSES & CERTIFICATIONS

**Association of State Floodplain Managers, Inc. (ASFPM)**

Certified Floodplain Manager (CFM)

**U.S. Green Building Council**

LEED Green Associate

**Texas State University**

Location Analysis

### WORK HISTORY

- **Floodplain Plans Examiner**  
SAFEbuilt  
2025 – Present
- **Acting Building Department Director/ Development Review Manager**  
City of Key West  
2025
- **FEMA/Floodplain Manager**  
City of Key West  
2023 – 2025
- **Planner I**  
City of Key West  
2022 – 2023

### PROJECT EXPERIENCE

- **FEMA/Floodplain Manager**  
City of Key West  
2023 – 2025  
*Performed substantial improvement and damage determinations for structures within Special Flood Hazard Areas (SFHA).  
Reviewed Elevation Certificates, V-Zone documentation, and Non-Conversion Agreements for accuracy and regulatory compliance.  
Maintained Community Rating System (CRS) documentation to support FEMA audits and verifications.*
- **Planner I**  
City of Key West  
2022 – 2023  
*Reviewed building permit applications to ensure compliance with zoning ordinances and land use regulations.  
Prepared and presented cases for variances, easements, and other planning-related requests.  
Created and maintained GIS maps to support departmental planning and decision-making initiatives.*

BILL NO.: 5089

ORDINANCE NO.: 4908

Introduced by: Acting City Manager April Walton

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE AN  
ADDENDUM AGREEMENT WITH SAFEUILT**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY,  
MISSOURI, AS FOLLOWS:**

**Section 1.** The City Council hereby authorizes the City Manager to enter into and execute an agreement with SAFEuilt, LLC for Professional Services.

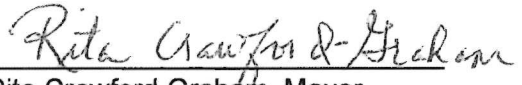
**Section 2.** The agreement is attached and hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

**Section 3.** This Ordinance shall be in full force and effect from and after its date of passage.

1st Reading this 08<sup>th</sup> day of September 2025

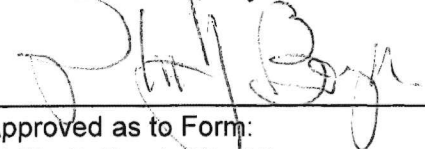
2nd Reading this 08<sup>th</sup> day of September 2025

3rd Reading, PASSED and APPROVED, this 29<sup>th</sup> day of September 2025

  
Rita Crawford-Graham, Mayor

ATTEST:

  
Deanna L. Jones, City Clerk

  
Approved as to Form:  
Phillip C. Boyd, City Attorney

Final Roll Call:

|                       |                                         |                              |                                 |                                  |
|-----------------------|-----------------------------------------|------------------------------|---------------------------------|----------------------------------|
| Councilwoman Holmes   | Aye <input checked="" type="checkbox"/> | Nay <input type="checkbox"/> | Absent <input type="checkbox"/> | Abstain <input type="checkbox"/> |
| Councilwoman Williams | Aye <input checked="" type="checkbox"/> | Nay <input type="checkbox"/> | Absent <input type="checkbox"/> | Abstain <input type="checkbox"/> |
| Councilman Hoskins    | Aye <input checked="" type="checkbox"/> | Nay <input type="checkbox"/> | Absent <input type="checkbox"/> | Abstain <input type="checkbox"/> |
| Councilwoman Anthony  | Aye <input checked="" type="checkbox"/> | Nay <input type="checkbox"/> | Absent <input type="checkbox"/> | Abstain <input type="checkbox"/> |
| Councilman Hindeleh   | Aye <input checked="" type="checkbox"/> | Nay <input type="checkbox"/> | Absent <input type="checkbox"/> | Abstain <input type="checkbox"/> |
| Mayor Crawford-Graham | Aye <input checked="" type="checkbox"/> | Nay <input type="checkbox"/> | Absent <input type="checkbox"/> | Abstain <input type="checkbox"/> |

**ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF BERKELEY, MISSOURI AND SAFEbuilt, LLC**

This Addendum ("Addendum") is made to the Professional Services Agreement ("Agreement") between the City of Berkeley, Missouri ("Municipality") and SAFEbuilt, LLC ("Consultant"), and shall be effective upon execution by both parties.

WHEREAS, the parties wish to modify certain terms of the Agreement;

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Fee Structure Amendment

Revised revenue split of sixty percent (60%) to Municipality and forty percent (40%) to Consultant for all fees collected.

2. Facility Use Fee

Consultant shall pay Municipality a monthly facility use fee of \$1,000.00 for the use of office space and equipment at City Hall. This fee shall be due by the 1st of each month and includes utilities, basic office furniture, standard office equipment, and customary amenities.

Either party may terminate the facility use arrangement upon sixty (60) days written notice to the other party. Such termination of the facility use arrangement does not automatically terminate the underlying Professional Services Agreement.

Upon termination of facility use, Consultant shall remove all Consultant-owned property from the premises and return all Municipality-owned equipment in the same condition as provided, normal wear and tear excepted. Consultant shall also pay any outstanding facility use fees prorated to the date of vacancy and return all keys, access cards, and security credentials. Municipality shall refund any prepaid facility use fees prorated to the date of vacancy."

3. Consultant Personnel Requirements

All Consultant personnel assigned to Municipality shall maintain current required certifications for their respective roles and provide copies of all relevant certifications to Municipality. Personnel shall conduct themselves professionally in all interactions with Municipal staff and officials. In the event of unprofessional conduct, Municipality may request immediate replacement of the personnel in question, and Consultant shall promptly comply with such request.

4. Remote Services

Consultant shall provide remote technician services during standard business hours, Monday through Friday, from 8:30 AM to 5:00 PM Central Time. Response time for routine requests shall not exceed four business hours, with emergency requests receiving response within two hours during business hours.

Remote services shall include plan review services, virtual inspection capabilities where appropriate, online permit processing support, technical support for permit software and systems,

remote consultation for code compliance questions, and virtual attendance at staff meetings when requested.

Consultant shall provide all necessary technology and software for remote services and maintain secure connection protocols for all remote access. All remote services shall comply with Municipality's IT security requirements and meet the same quality standards as in-person services.

All remote services shall be documented in Municipality's permit tracking system. Monthly reports of remote service activities shall be provided to Municipality, and remote inspection records shall include appropriate documentation of all work performed.

5. Documentation Requirements

Consultant shall provide Municipality with current copies of all certifications, licenses, and qualifications for personnel providing commercial inspection and plan review services. Such documentation shall be maintained current throughout the term of the Agreement and shall be updated as personnel changes occur, or certifications are renewed.

6. Execution Requirement

The Agreement must be properly executed by all parties, including signature by Joe DeRose as Consultant's authorized representative, to be valid and binding. Any prior unsigned versions of the Agreement shall be superseded by the fully executed version.

7. Reimbursement for Permit Clerk Services

Consultant shall reimburse Municipality the sum of \$45,000.00 for the base salary of the permit clerk position, a service that was included in the original contract but not provided by Consultant. This reimbursement shall be paid to Municipality within 30 days of the execution of this Addendum.

8. Effect on Original Agreement

All other terms and conditions of the Agreement shall remain in full force and effect. In the event of any conflict between the terms of this Addendum and the original Agreement, the terms of this Addendum shall control.

9. Safebuilt shall respond in a timely matter to all permitting requests commercial or residential.

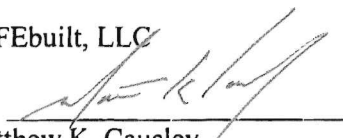
IN WITNESS WHEREOF, the parties have executed this Addendum as of the date last written below.

CITY OF BERKELEY, MISSOURI

By: 

April Walton  
City Manager

SAFEbuilt, LLC

By: 

Matthew K. Causley,  
Chief Operating Officer

Date: 09-29-2025

Date: \_\_\_\_\_