

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	April 3, 2017
	<b>Agenda Item No.</b>	<b>28</b>
	<b>Roll Call No.</b>	<b><u>17-0592</u></b>
	<b>Communication No.</b>	<b><u>17-322</u></b>
	<b>Submitted by:</b>	<b>Phillip Delafield, Community Development Director</b>

**AGENDA HEADING:**

Approving first amendment to agreement for professional services with Duncan Associates, Codametrics and The Lakota Group to prepare a comprehensive rewrite of the Zoning Ordinance.

**SYNOPSIS:**

City staff and the Consultant have negotiated the first amendment to the agreement for professional services that increases the amount of the zoning code contract with Duncan Associates, Codametrics and The Lakota Group from \$162,000 to \$187,000. Therefore, the total amount of all contracts with Duncan Associates, Codametrics and The Lakota Group will increase from \$224,500 to \$249,500.

**FISCAL IMPACT:**

Amount: Increase of \$25,000.

Funding Source: Economic Development Enterprise Account (S743 CMO25033, FY 2017 Operating Budget, page 40)

**ADDITIONAL INFORMATION:**

- On March 21, 2016, the City Council accepted the proposal of Duncan Associates, CodaMetrics and The Lakota Group to prepare a comprehensive rewrite of the zoning ordinance for \$224,500. That total amount was ultimately broken into two (2) separate contracts due to varied project funding sources including:
  - A \$162,000 Zoning Code contract is funded solely by City sources.
  - A \$62,500 Transit Oriented Development contract is funded by a combination of City sources and a Des Moines Area Metropolitan Planning Organization (MPO) grant.
  
- The City’s Community Development Department and Office of Economic Development have determined it necessary to request that the Consultant provide additional services beyond the specific objectives listed in the Agreement. This includes preparation and provision of additional design work and conceptual sketches related to in-depth review of specific locations such as the Riverpoint West development area and any additional locations determined by the Community Development Director. It also includes funding to prepare for and conduct additional public outreach activities as directed by the Community Development Director, which additional services require additional compensation to the Consultant.

- This action will specifically increase the Zoning Code Contract amount from \$162,000 to \$187,000. Therefore, the total amount of all contracts with Duncan Associates, CodaMetrics and The Lakota Group will increase from \$224,500 to \$249,500.

**PREVIOUS COUNCIL ACTION(S):**

Date: March 21, 2016

Roll Call Number: [16-0478](#)

Action: [Proposal](#) of Duncan Associates, CodaMetrics and The Lakota Group to prepare a comprehensive rewrite of the zoning ordinance. ([Council Communication No. 16-142](#)) Moved by Gatto to adopt. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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