Legislation Details (With Text)

File #:	25-0185	**Version:** 1	**Name:**	3/3/25 - Interface Studio - Amendment 1 to PSA	
Type:	Resolution		**Status:**	Passed	
File created:	3/3/2025		**In control:**	City Council	
On agenda:	3/3/2025		**Final action:**	3/3/2025	
Enactment date:	3/3/2025		**Enactment #:**	R-25-057	
Title:	Resolution to Approve Amendment No. 1 to the Professional Services Agreement with Interface Studio LLC for City Comprehensive Plan Services and to Appropriate Funds ($101,580.00) (8 Votes Required)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Comp Plan Budget Amendment Request.pdf				

Date	Ver.	Action By	Action	Result
3/3/2025	1	City Council	Approved	Pass

Resolution to Approve Amendment No. 1 to the Professional Services Agreement with Interface Studio LLC for City Comprehensive Plan Services and to Appropriate Funds ($101,580.00) (**8 Votes Required)**

Attached for your review and action is a resolution to approve Amendment No. 1 to the Professional Services Agreement with Interface Studio LLC for an additional amount of $101,580.00 for services related to the development and adoption of the City Comprehensive Plan and to appropriate that amount.

Project Description

The attached contract modification is for a net increase of $101,580.00 to the Comprehensive Plan Professional Services Agreement with Interface Studio LLC and to extend the timeline through 2025.

The “community engagement” and “inventory and analysis” phases of the plan are complete. However, as the planning team drafted goals and future land use categories, it was determined that feedback was needed from staff to ensure alignment with their operations and policy direction. As such, we scheduled five additional working group meetings with the Park Advisory Committee, Systems Planning, Parks and Recreation, and a group of natural feature experts to discuss how recreation, infrastructure, and trees could be impacted by the plan’s proposed goals, strategies, and future land map.

During this time, differing proposals for how to approach land use emerged, which called for unplanned meetings prior to drafting the plan. Planning staff felt it was necessary at a key milestone in the project to consult with the Planning Commission and City Council to seek guidance on how to proceed with the plan’s direction. This decision has delayed the project’s timeline and expanded its scope.

Preparing for these meetings was time-intensive and therefore costly, but critical for agreement of all parties on a vision for the city's future. Additional research was conducted on case studies for mixed-use hubs, how TC-1 performs at the city's desired development patterns, and potential zoning regulations for housing and economic development.

Where possible, scope items were re-allocated to reduce any budget overage. For example, the cost of forming and training neighborhood outreach teams was re-allocated to the additional research required.

The following scope items are directly related to the unanticipated costs:

1. Additional research based on inquiries from the Comprehensive Plan Steering Committee and the Planning Commission Subcommittee.
2. Preparation, meeting, and debrief time with the working groups

Budget/Fiscal Impact:

Current contract amount: $699,110.00
Contract Modification #1: $101,580.00
New contract amount: **$800,690.00**

Funding is available in the FY 2025 Planning Services Professional Services budget (general fund). It is being requested that $101,580.00 be appropriated for this amendment from this fund without regard to fiscal year.
Prepared by: Michelle Bennett, Senior Planner
Brett Lenart, Planning Manager
Reviewed by: Derek Delacourt, Community Services Area Administrator
Approved by: Milton Dohoney Jr., City Administrator
Whereas, "Inventory and analysis" and "community engagement" tasks are complete for the Comprehensive Land Use Plan;

Whereas, Additional meetings were held with staff to ensure that land use goals aligned with their policies;

Whereas, Additional research and meetings were necessary to adequately answer the Steering Committee's and Planning Commission Subcommittees' inquiries;

Whereas, Aforementioned research and meetings added to the project's timeline and budget;

Whereas, The additional time and cost has provided the planning team with the guidance it needed to proceed with the project in a way that satisfies all involved parties; and

Whereas, Funding is available in the General Fund fund balance;

RESOLVED, That City Council approves Amendment No. 1 to the Professional Services Agreement with Interface Studio for the development and adoption of the City Comprehensive Plan for an additional $101,580.00;

RESOLVED, That City Council appropriates $101,580.00 from the General Fund fund balance to the

FY25 General Fund Planning expenditure budget;

RESOLVED, That the funds shall be available for the life of the project without regard to fiscal year;

RESOLVED, That the Mayor and City Clerk are authorized and directed to execute the amendment after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator is authorized to take all appropriate administrative actions to implement this resolution.