



**To:** Honorable Mayor & City Council  
**From:** Howard J. Koontz, AICP  
**Date:** June 7, 2022  
**RE:** Change Order for 2045 Comprehensive Plan

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Following the first Comprehensive Plan Advisory Committee meeting on May 10, staff met with our consultant for Comprehensive Plan services about the years' scope of services. Specifically, the discussion centered on the need to solicit more input from the community at-large rather than developing policy solely from committee inputs.

Around the same time, a process update from the city's finance director indicated that the planning department had collected more than its proposed yearly goal for revenue, despite only being six months into the fiscal year. Essentially, every dollar collected from this point forward until the fiscal year's end will be windfall revenue for the department.

| Planning & Zoning Revenues |                    |                         |               |
|----------------------------|--------------------|-------------------------|---------------|
|                            | FY 2022<br>Adopted | FY 2022<br>Oct. - April | Difference    |
| Site Development Fees      | \$ 239,108.41      | \$ 333,454.13           | \$ 94,345.72  |
| Zoning Fees                | \$ 65,000.00       | \$ 77,477.00            | \$ 12,477.00  |
| Subdivision Fees           | \$ 656,006.25      | \$ 918,068.56           | \$ 262,062.31 |
| Total                      | \$ 960,114.66      | \$ 1,328,999.69         | \$ 368,885.03 |

Staff now proposes a change order for additional community outreach and engagement for development of the Comprehensive Plan, with a specific focus on city-wide public meetings. Each item on the attached spreadsheet includes text to help clarify the purpose and nature of the meetings/items.

This change order focuses its purpose on additional assistance from Civic Brand for specifically-tailored community outreach, to assist with successful in-person events.

These events will focus on Economic Development, employment, fiscal resilience and sustainable housing and workforce placement here in town. For that we also believe we'd like a public meeting that includes a fair amount of participation from Jason Claunch with Catalyst Commercial.

The need to focus on Economic Development, employment, fiscal resilience, and sustainable housing and workforce placement, will be best met with focus group meetings that typically involve groups of 12 to 18 invited individuals who will both help moderate events and offer their expertise as facilitators.