



MCKENNA

Memo To: City of Hartford DDA Board

From: James McManus, AICP, Principal Planner
Hillary Taylor, Senior Planner
Donovan Smith, AICP, Principal Planner

Re: Additional Service Request for 2nd TIF area

Thank you for the opportunity to meet with you to kick off the 2025 DDA plan project. During the discussion, we verified that the DDA would like to extend the boundary to the east, south and west to the City limits. This additional TIF area, and the work that will be needed to complete that part of the DDA plan, goes beyond the scope of the original proposal and contract. Accordingly, we are asking the Hartford DDA to approve a contract amendment to support the additional work.

The following work tasks will be in addition to the original proposal and contract.

1) Create legal description and boundary map and a combination description and map for 2nd TIF district.	\$1,500.00
2) Development of District Area Citizens Council and required meeting with DACC prior to the Public Hearing.	\$1,500.00
3) Development of a Development Plan incorporating the 2 nd TIF area.	\$1,000.00
4) Development of a TIF plan for the 2 nd TIF area	\$1,000.00
5) Additional meeting with the DDA Board and miscellaneous plan Requirements.	\$1,000.00
Total	\$6,000.00

Below is an amended work schedule for the additional tasks. Thank you for considering this request.

TASKS	Month							
	1	2	3	4	5	6	7	8
1. Project Initiation and Kick-Off								
2. Development of District Area Citizen's Council								
3. Identify, Quantify, and Analyze								
4. Targeted Public Outreach								
5. Draft the Plan and Review the TIF/Development Plan								
6. Public Review / Adoption								
MEETINGS (shown with an "x" for one meeting)								
Initial Planning Meeting and Walking Tour with the DDA Board	X							
Working Meetings with the DDA Board and Designees		X		X		X		
Meeting with DACC to approve plan						X		
Public Hearing with City Council (required)								X