

STAFF REPORT REGULAR MEETING

AGENDA DATE: November 19, 2024

DEPARTMENT: Community Sustainability

TITLE:

Fourth Amendment to the Professional Services Agreement with Chen Moore and Associates, Inc. for a Carbon Neutrality Element Comprehensive Plan Amendment

SUMMARY:

Amendment Four to an existing agreement with Chen Moore and Associates, Inc. for the preparation of a Carbon Neutrality Compressive Plan Element for a total cost not to exceed \$85,870.

BACKGROUND AND JUSTIFICATION:

At the February 6, 2024 City Commission meeting, Chen Moore and Associates, Inc. provided a summary report on the creation of a new Comprehensive Plan Element regarding carbon neutrality. The presentation was well received with the City Commission requesting that funding for such an endeavor be included as part of the Fiscal Year 2025 budget process. With the adoption of the Fiscal Year 2025 budget in September 2024, funds were provided to hire Chen Moore and Associates, Inc. to prepare the new comprehensive plan element.

Provided here for consideration is a fourth amendment to the standing agreement with Chen Moore and Associates, Inc. to provide planning services to the city. This proposed amendment is an all-inclusive proposal of \$85,870 to cover the costs of researching, drafting and presenting a new comprehensive plan element regarding carbon neutrality. If the amendment is approved, Chen Moore and Associates, Inc. will commence work on the element immediately.

MOTION:

Move to approve/disapprove Amendment Four with Chen Moore and Associates, Inc. to prepare a Carbon Neutrality Element for the City's Comprehensive Plan

ATTACHMENT(S):

Fiscal Impact Analysis
Amendment Four
Carbon Neutrality Final Report

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$87,870	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	\$0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Community Sustainability
Division	Administration
GL Description	Professional Services
GL Account Number	001.2010.515.31.90
Project Number	N/A
Requested Funds	\$87,870
Remaining Balance	\$20,130
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current Revenue