

Mayor and Council Communication

DATE: 11/29/22

M&C FILE NUMBER: M&C 22-0943

LOG NAME: 06INFILL DEVELOPMENT SUBDIVISION ORDINANCE CHAPTER

SUBJECT

(ALL) Authorize Execution of a Professional Services Agreement with Code Studio, Inc. in an Amount Not to Exceed \$250,000.00 for the Development of the Infill Development Subdivision Ordinance Amendment, Adopt Appropriation Ordinances, and Amend the Fiscal Year 2023 Adopted Budget and 2023-2027 Capital Improvement Program

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize execution of a Professional Services Agreement with Code Studio, Inc. for the development of the Infill Development Subdivision Ordinance Amendment in an amount not to exceed \$250,000.00;
2. Adopt the attached appropriation ordinance reallocating appropriations within the Development Services Department of the General Fund by decreasing appropriations for the General Operating and Maintenance category by \$250,000.00 and increasing the appropriations in the Transfers and Other category by the same amount for the purpose of transferring to the General Capital Projects Fund for the Infill Development Subdivision Ordinance Amendment project;
3. Adopt the attached appropriation ordinance increasing the estimated receipts and appropriations within the General Capital Projects Fund in the amount of \$250,000.00 for the purpose of funding the Infill Development Subdivision Ordinance Amendment project (City Project No. 104527); and
4. Amend the Fiscal Year 2023 Adopted Budget and 2023-2027 Capital Improvement Program.

DISCUSSION:

The City of Fort Worth (City) Development Services Department issued a Request for Proposals (RFP) to invite firms to participate in a project to create a new infill development section of the City's Subdivision Ordinance. The City received proposals from: (1) Peloton Land Solutions; (2), Kimley-Horn; and (3) Code Studio, Inc. in conjunction with Dunaway Associates, LLC (Dunaway). The City's proposal review committee has completed the evaluation of the proposals received and, based on the criteria identified in the RFP; the proposal from Code Studio, Inc. and Dunaway was selected as the top candidate.

The purpose of this Mayor and Council Communication (M&C) is to seek City Council authorization to execute a professional services agreement with Code Studio, Inc. for the development of the Subdivision Ordinance Amendment for Infill Development project in an amount not to exceed \$250,000.00 and appropriate funds for the project. Code Studio will serve as the project lead providing consulting services to assist the City in developing infill regulations within their Subdivision Ordinance. Dunaway will serve as a subcontractor of Code Studio for the project. Code Studio has conducted similar code-related work in many other jurisdictions in Texas and around the country since its founding in 2006. Dunaway is a local Fort Worth engineering firm with deep experience in local subdivision infill development. Code Studio, Inc. and Dunaway will write and prepare the Infill Development Section and will be responsible for working with City staff to guide the text amendment through the approval process.

The Infill Development Subdivision Ordinance Amendment will create infill development regulations that incentivize innovative design, can reduce the number of required permits, promote infill and redevelopment to reduce demand on greenfield development, encourage redevelopment of sites with existing infrastructure and support alternative modes of transportation.

The action in this M&C will amend the Fiscal Year 2023 Adopted Budget as approved in connection with Ordinance 25773-09-2022, Section 1.General Fund, as listed on page(s) 2-3.

Fund / Department	FY2023 Adopted Budget	Authority	Budget Adjustment	Revised FY2023 Budget
Budget Category				
General Fund				
Revenues				
Development Services	\$31,668,447.00			\$31,668,447.00
Total Revenues	\$ 31,668,447.00		\$	- \$31,668,447.00
Expenditures				
Development Services	\$29,331,458.00	This M&C	(\$250,000.00)	\$29,081,458.00
Transfer to General Capital Fund	\$0.00	This M&C	\$250,000.00	\$250,000.00
Total Expenditures	\$29,331,458.00		\$0.00	\$29,331,458.00

This project is located in ALL COUNCIL DISTRICTS.

Funding Source	Amount
General Fund (FY23)	\$250,000.00
TOTAL PROJECT FUNDING	\$250,000.00

Business Equity: The City's Business Equity Office has established that there is no MBE/WBE Goal for this project.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are currently available in the General Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinances, funds will be available in the General Capital Projects Fund for the Infill Development SO Amend project to support the approval of the above recommendations and award of the service agreement. Prior to an expenditure being incurred, the Development Services Department has the responsibility of verifying the availability of funds.

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Additional Information Contact:

Expedited