



## Legislation Text

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**File #:** 17-1073, **Version:** 1

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**City Council Meeting Date:** October 17, 2017

**To:** Mayor and City Council  
City Administrator

**From:** Ben Martig, City Administrator  
Nate Carlson, Economic Development Coordinator

Consideration of NDDC Contract for Services (2018-2020).

**Action Requested:**

Northfield City Council makes a motion to approve the proposed service contract with the Northfield Downtown Development Corporation (NDDC).

**Summary Report:**

On September 5<sup>th</sup>, NDDC Executive Director Jenni Roni presented a two-year budget request to the City Council to continue services for the City. Economic Development Coordinator Carlson has prepared amendments to the Scope of Services related to a three-year contract of services with the NDDC at the requested funding level of \$35,000 per year. The purpose of the three-year contract is to align with the City three year strategic plan and as such ensure financial commitments during that time period. The NDDC has indicated their satisfaction with a three-year contract, which will carry the organization through the end of FY 2020.

NDDC Director, Jenni Roney, and Economic Development Coordinator Carlson made revisions to the Scope of Services provided by the NDDC. The revisions included changes related to the Main Street America Program and alignment of work with the Chamber of Commerce, Convention and Visitors Bureau, and Economic Development Authority. Additionally, the NDDC will provide services that achieve strategic priorities of the City Council and Economic Development Authority.

NDDC Director, Jenni Roney, will present a 2017 year-end review at the second City Council meeting in January 2018.

There is additional background information provided as attachments that was included in the September 5<sup>th</sup> presentation.

**Alternative Options:**

- Consider a motion to request staff to explore amendments to service scope and/or contract amounts to be provided.
- Consider a motion for an alternative contract term for one or two-years.

**Financial Impacts:**

Funding of \$35,000 as requested is currently included in the proposed 2018 budget, and \$35,000 per year is budgeted for the preliminary 2019 and 2020 budget. Total cost over the three years is \$35,000.

This contract is funded through the Mayor and Council budgets and included in the current proposed budget for 2018 and 2019.