



## Legislation Text

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**File #:** 16-349, **Version:** 1

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**City Council Meeting Date:** August 2, 2016

**To:** Mayor and City Council

**From:** Ben Martig, City Administrator

Receive Report from NDDC and Consider Authorizing Second Half Payment

**Action Requested:**

The Northfield City Council considers acceptance of the mid-year report and authorization of \$17,500 for disbursement to the NDDC for services.

**Summary Report:**

Attached is the January 5, 2016 Consultant Service Contract with the Northfield Downtown Corporation (NDDC). The agreement scope of services is included in the exhibits. The agreement also requires a mid-year report in July. Scot Covey, Executive Director of the NDDC, has met with city staff in preparation of this report and provided the attached presentation. He will present the report at the regular meeting.

In accordance with the agreement, Council authorization of the payment is contingent upon the NDDC to demonstrate, to the City's satisfaction, progress in accomplishing the scope of services, improving cooperation and collaboration with the City and the City's Economic Development Authority and all its partnering organizations, and providing written and verbal reports in on such progress to the City, in a form satisfactory to the City, prior to the second disbursement.

Staff is not currently suggesting any changes to the current scope of services for the remainder of 2016. Therefore, we are supportive of accepting the report and approving the disbursement. However, City Administrator Martig is in a process of review of this agreement in preparation of an anticipated future requested contract and related funding by the NDDC. The staff review will include a focus on improving cooperation and collaboration with the City and the City's Economic Development Authority. This review would also likely contemplate more specific objectives within the scope of services to be completed as well as to identification of areas of duplication that other City or Economic Development partner organizations may more effectively be able to address. Staff would welcome any questions, comments or concerns as it relates to this review.

**Alternative Options:**

- a. Council may propose to change the scope of services.
- b. Council may propose requiring additional reporting to meet expectations of the progress report prior to authorizing the second disbursement.
- c. Council may propose to terminate the contract in accordance with Section IV of the services contract.

**Financial Impacts:**

The authorization would approved \$17,500 which is half of the annual \$35,000 contract for services fee.

**Tentative Timelines:**

Not applicable.