

**REQUEST FOR PROGRAM ENHANCEMENT – Explanation as follows:**

1. **Program Title:** Master Planning Funds
2. **Department Priority:** Second Priority
3. **FY:** 2023
4. **Status:** Partnership with Port of Woodland, Diking District, and Woodland School District for planning effort. Port 2023 budget includes their funding for this effort.
5. **Establishing:** See funds for a public participation process for a plan of the city's expanded urban growth area.
6. **Total Cost:** \$15,000 requested. Port has dedicated an additional \$50,000 and the school district and diking district will be asked for \$5,000 each.
7. **Responsible Lead Person:** Travis Goddard, Community Development Director
8. **Dept:** Community Development Department
9. **Description of Enhancement:** This request is to fund the use of a consultant for the public engagement plan. This public process will facilitate the update of the city's comprehensive plan update. The consultant will also provide qualified professional input in analysis for this process.  
  
There will be no additional equipment or capital costs associated with the enhancement requested except there will likely be some office supplies, copying and printing costs, presentation costs, plus food and drink for the public.
10. **Alternatives:** Taking no action is an alternative. This work can be performed by staff and partner agencies. However, a private consultant will ensure the project is professionally done and done in a timely manner. The public also does not tend to trust city staff. A private consultant can add credibility to the process when the public does not trust the motivations of government.
11. **Advantages of Enhancement:** Staff may not have the time and expertise to ensure the work is done properly in a timely manner.
12. **Implications of Denial:** Technically, existing CDD staff can perform the task but the effort may not be as robust as it would be without the outside resources and expertise that could be brought to bear.

13. **Resources Required:**

- Staff time - already in the budget.
- Personnel Benefits – No additional benefits are expected.
- Operating Supplies – Approximately \$500.
- Computer – No additional computers are needed.
- Travel – No additional travel will result.
- Training – No additional training expected.

14. **Source of Funds:** In 2023, the needed funds would be from the general fund.

<b>Estimate</b>	<b>(\$)</b>
General Fund	\$15,000
<b>ESTIMATED TOTAL</b>	<b>\$15,000</b>