
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Authorize Execution of Scope of Services for
Completion of a Small Cities Development Pro-
gram Grant Application**
DATE: January 25, 2022

Background:

Staff submitted a preliminary application to the Small Cities Development Program; the application was for \$600,000 to assist with infrastructure improvements in 7th Avenue/County Road 4. The application was found to be marginally competitive which allows the City to submit a full application.

Analysis:

Given the newness of staff, other ongoing projects, and the need to prepare a thorough application to give it the best chance for award, staff requested a scope of services from WSB to prepare the application. That scope is attached. Mr. Gromberg is well-versed with these applications and brings significant experience to the table in assisting the City in preparing a complete application.

The cost will be attributed to the 2022 CIP for the infrastructure improvement, see attached budget sheet.

Recommendation:

Staff recommends authorization of the attached scope of services for development of the SCDP application.