

ZONING AND ORDINANCE REVIEW SCOPE OF WORK

Resilient Communities Program (RCP) Governance Review and Resiliency Enhancement Initiatives

Background:

LCMS client cities are updating governance structures and resiliency strategies to align with their Resilient Communities Program (RCP) Comprehensive Plans. The goal is to improve the ability to respond to and recover from adverse events while promoting sustainable development. The review will follow city codes, ordinances, and policies to guide improvements.

Scope of Work:

Provide expert services in public administration and community planning to include conducting a governance review and developing strategic resiliency measures that align with the City's Comprehensive Plan and long-term goals.

Objectives:

1. Assess current governance structures and identify areas for improvement based on city codes, ordinances, and policies.
2. Develop resiliency strategies aligned with long-term community planning and governance requirements.
3. Ensure governance and resiliency measures align with the Comprehensive Plan and comply with city governance structures.

Tasks:

1. Governance Review:
 - Interview city staff to evaluate current governance effectiveness, focusing on compliance with city policies.
 - Analyze governance structures for efficiency and responsiveness to community needs and external threats.
 - Identify gaps in governance that impact resiliency and planning.
2. Development of Resiliency Measures:
 - Review current resiliency strategies and compare them with national best practices and local needs.
 - Recommend improvements for infrastructure, economic, and social resiliency that align with city policies and goals.
 - Work with community planners to integrate these strategies into the Comprehensive Plan.
3. Integration with Comprehensive Plan:
 - Collaborate with the LCMS team to align recommendations with the Comprehensive Plan and city policies.
 - Participate in planning sessions to ensure recommendations are included in the Plan and comply with city codes.
 - Support revisions to the Comprehensive Plan to ensure legal and policy compliance.

Deliverables:

1. Governance Review Report:
Findings and recommendations based on the governance review, including analysis of compliance with city policies.
2. Resiliency Strategy Document:
A plan with tailored resiliency measures aligned with city governance structures.
3. Integration Report:
A report showing how the recommendations have been incorporated into the Comprehensive Plan, including proposed changes to city codes and policies.
4. Final Presentation:
A presentation summarizing findings, recommendations, and integration efforts.

Evaluation and Acceptance:

- Deliverables will be accepted based on the satisfaction of the LCMS chief community planner and adherence to the scope, with a focus on compliance with city policies.
- Evaluations will occur after each major phase to ensure the project remains on track and meets legal and city standards.

This SOW will guide the successful execution of the contract, ensuring the city receives an integrated governance and resiliency framework for sustainable and resilient community development in compliance with city policies.