

# INDIAN WELLS CITY COUNCIL

## March 5, 2026



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**To:** City Council  
**From:** Community Development Department  
**Prepared by:** Jon Berg, Community Development Director  
**Subject:** **Supplemental Appropriation for Municipal Code Update Consulting Services**

### RECOMMENDED ACTIONS:

Council **APPROVES** supplemental appropriation in the amount of \$49,838 for the total cost to complete a comprehensive zoning and municipal code update; and

**FINDS** the action to be exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

### DISCUSSION:

At their April 17, 2025 Strategic Planning Session, the City Council approved several strategic planning related goals, including a comprehensive zoning and municipal code update to implement the City's recently adopted General Plan 2040 and related 6<sup>th</sup> Cycle Housing Element, along with general code clean-up for internal consistency and compliance with recent state legislative mandates.

In response to this strategic goal, and in compliance with the City's Fiscal Policies and Procedures, staff circulated a Request for Proposal (RFP) focusing on qualified firms which could provide these services.

Four (4) firms responded to the RFP, which closed on December 10, 2025. Those proposals were reviewed and ranked by staff and a Notice of Intent to Award was sent to De Novo Planning Group (De Novo), who ranked first amongst the four submissions.

De Novo's proposal of \$347,685 (Attachment No. 1), plus a 15% contingency for incidentals, brings the total contract amount to \$399,838. The City Manager's Department was allocated a budget of \$350,000 for these services at the beginning of the year, which is \$49,838.00 short of De Novo's total contract cost (including the 15% contingency). Staff is requesting a supplemental appropriation to cover the deficit and begin work with the consultant to address the Council's strategic goal.

It is staff's intent not to fully utilize the additional contingency funds but request these funds should they be needed.

### **CITY COUNCIL STRATEGIC GOAL:**

Approving the requested supplemental appropriation would allow staff to contract with De Novo Planning Group to carry out Council's strategic planning goal for completing a comprehensive zoning and municipal code update and help further the City's Mission Statement and improve City operations.

### **FISCAL IMPACT:**

Staff are requesting a supplemental appropriation of \$49,838 to fully fund professional services for the comprehensive zoning and municipal code update.

The requested supplemental appropriation will be sourced from the City's General Fund and added to Account #1012701 531020 (Professional Services), which currently has a balance of \$350,000.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):**

The action is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly; and that the action is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. (14 CCR 15061(b)(3).)

### **ATTACHMENTS:**

1. De Novo Planning Group Proposal