

# Memorandum

**REPORT TO:** City Commission

**FROM:** Chris Saunders, Community Development Manager  
Erin George, Community Development Director

**SUBJECT:** Authorize the City Manager to Sign an Amendment 2 to Professional Services Agreement with Code Studio to Extend Term and Contract Amount

**MEETING DATE:** June 10, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign the Second Amendment to Professional Services Agreement with Code Studio to Extend Term and Contract Amount

**STRATEGIC PLAN:** 4.2 High Quality Urban Approach: Continue to support high-quality planning, ranging from building design to neighborhood layouts, while pursuing urban approaches to issues such as multimodal transportation, infill, density, connected trails and parks, and walkable neighborhoods.

**BACKGROUND:** The City Commission approved a contract with Code Studio in June 2022 to assist the City in updates to Chapter 38 of the municipal code. The project has taken longer than originally expected. This second amendment is to extend the time of the contract to allow the project to be completed with adjustments as directed by the City Commission. Funds for the project have been budgeted and approved by City Commission previously.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As identified by the Commission.

**FISCAL EFFECTS:** None, funds for the contract are already budgeted.

Attachments:

[PSA Code Studio Amendment 6-3-2025.pdf](#)

Report compiled on: June 3, 2025