



# Agenda Item

## City Council

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**Item #:** 3.8.

9/14/2021

**File #:** 21-0476

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**TO:** Honorable Mayor and Members of the City Council

**THRU:** Rick Otto, City Manager

**FROM:** Susan Galvan, Interim Community Development Director

### 1. SUBJECT

First Amendment to Agreement with Michael Baker International, Inc. for Community Development Block Grant and HOME Investments and Partnerships Program consulting services.

### 2. SUMMARY

The City currently has an agreement with Michael Baker International, Inc. to provide Community Development Block Grant and HOME Investments and Partnership Program consulting services. The proposed First Amendment will increase the not-to-exceed amount by \$50,000 to a total not-to-exceed of \$80,000.

### 3. RECOMMENDED ACTION

Approve the amendment to agreement with Michael Baker International, Inc. for Community Development Block Grant and HOME Investments and Partnerships program consulting services; and authorize the Mayor and City Clerk to execute on behalf of the City.

### 4. FISCAL IMPACT

The total expenditure for this amendment is \$50,000 and will be funded through the Community Development Block Grant Fund (310).

### 5. STRATEGIC PLAN GOALS

Goal 2: Be a fiscally healthy community

a: Expend fiscal resources responsibly.

Goal 4: Provide outstanding public service

b: Provide facilities and services to meet customer expectations.

### 6. DISCUSSION AND BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) provides grants to states, cities, and counties on an annual basis to provide housing support and uplift communities. One of the grants the City receives is the Community Development Block Grant (CDBG), used to provide decent housing and suitable environments through economic opportunities for low and moderate income persons. Another grant is the HOME Investments and Partnership Program (HOME), used to implement local housing strategies designed to increase homeownership and affordable housing.

The Housing Analyst who oversaw the CDBG and HOME programs retired in July 2021, creating a

vacancy in the Housing Division. Due to the specialized nature of this position and the stringent requirements of the CDBG and HOME programs, Michael Baker International, Inc. was retained to assist in the reporting, monitoring, and compliance of HUD rules regarding the use of the grant funds, and to ensure a smooth transition.

At this time, staff is assessing the future structure of the Housing Division and responsibilities of Housing Analyst position. This Amendment will provide continuous CDBG and HOME consultation services to ensure that all requirements are met, the funds are being utilized appropriately, and to continue to offer a high level of support to our internal and external customers who benefit from the programs. It will also provide extra hours of interim staffing services for items and issues that may arise during the transition period.

## **7. ATTACHMENTS**

- First Amendment with Michael Baker International, Inc.