

REPORT TO THE CITY COUNCIL

City of Salinas, California

DATE: January 10, 2017

FROM: Megan Hunter Community Development Director, CD Dept.

BY: Anastacia Wyatt, Planning Manager, CD Dept.

SUBJECT: **EXTENSION OF VERONICA TAM CONTRACT FOR PROFESSIONAL SERVICES, INCLUDING TECHNICAL ASSISTANCE IN THE ADMINISTRATION OF THE CDBG, HOME, AND ESG PROGRAMS.**

RECOMMENDATION:

It is recommended that the City Council approve a resolution approving the extension of the Technical Assistance Contract between the City of Salinas and Veronica Tam and Associates, Inc. (VTA).

DISCUSSION:

The Agreement for Professional Services Between the City of Salinas and VTA was originally procured in October 2015. The Housing Division in the Community Development Department had two vacant positions in 2015 and 2016, including a Community Development Analyst and the Community Development Administrative Supervisor. The Community Improvement Assistant was also out on maternity leave. The Housing and Community Development Division consists of six people and half of the staff was not hired or out on maternity leave in 2015 and 2016. Anastacia Wyatt, Planning Manager procured services to assist the department while two staff were vacant and a third on maternity leave. The department downgraded the Community Development Administrative Supervisor position to a Community Development Analyst position when those positions were filled in June of 2016.

The Community Development Division sent out an email notification to three firms in October 2015 requesting Technical Assistance with HUD funds. The firms included Housing Tools, Zoom Grants and Veronica Tam and Associates. All three firms were chosen to assist the department and had contracts with the City. Veronica Tam continues to assist the City, especially with Action Planning and the Consolidated Annual Performance and Evaluation Report (CAPER).

Working with the three consultants allowed staff to determine the needs and expertise of each of the consultants. Housing Tools provided staff assistance in HOME projects, subsidy layering, and completing the review of applicants for Community Housing Development Organization (CHDO) certification. Zoom Grants provided services on creating a rating and ranking system for the Action Plan and application review. The total amount spent on the Zoom Grants contract was \$3,312.50. Rob Sronce from Zoom Grants also reviewed applications for accuracy and conducted eligibility analysis for the applications. Rob also rated and ranked applications utilizing the new rating and ranking system and made changes as needed.

VTA provided assistance in eligibility analysis and writing and finalizing the Action Plan submitted to HUD in May 2015. Veronica has provided continued assistance on the CAPER and Action Plan and advising the City as an additional provider of HUD technical assistance. VTA completed the City's 2015-2019 Consolidated Plan and Action Plan and VTA's continued assistance on these documents has provided continuity with HUD as staff changes occurred. VTA's adherence to the budget and ability to provide thorough technical assistance within a tight budget is why the Housing and Community Development Division is interested in continuing the contract with VTA.

VTA's contract was originally signed January 25th, 2016 for an amount of \$49,999 on a time and materials basis. The City has only spent \$5,635 to date on this contract and staff has received assistance in completing the CAPER and Action Plan in 2015 and 2016. The City would like to continue the contract with VTA for two more years as the projected cost of services was less than expected and services are needed for additional staff help, especially during the Action Plan and CAPER cycles each year.

ISSUE:

Shall the City Council approve the extended contract until January 2019 with Veronica Tam and Associates, Inc. (VTA).

COMMISSION, COMMITTEE, COUNCIL SUBCOMMITTEE RECOMMENDATIONS:

This contract for services was approved by Megan Hunter, Community Development Director in December 2016. Additionally, the contract was approved prior to being signed in January 2016 by Megan Hunter and the City Attorney.

FISCAL IMPACT:

The City has the remaining \$44,364.00 encumbered from the original January 2016 contract. The Community Development Department has encumbered the remaining funds to pay for continued services.

TIME CONSIDERATIONS:

The Housing and Community Development Department is beginning the Action Planning cycle for FY 2017-2018 and needs the assistance in grant eligibility analysis and finalizing the Action Plan to provide to HUD in May 2017. Once VTA's contract is approved, the department will be able to begin utilizing VTA's services to maintain a schedule to submit the Action Plan to HUD in a timely manner.

ALTERNATIVES/IMPLICATIONS:

Council may:

- 1) Council may direct staff to modify any portion of the Contract;
- 2) Direct staff to modify the budget; or
- 3) Provide other direction to staff.

CITY COUNCIL GOALS:

The CDBG, HOME, and ESG funding received by the City allows the undertaking of a variety of programs that are instrumental in providing affordable housing, providing homeless and homelessness prevention services, improving public facilities, making infrastructure improvements in lower income areas, and furthering partnerships with public service organizations addressing the human service needs

of the City's low-income, elderly, and special needs communities. The funding and its implementation supports activities and projects that implement all of the City Council's strategic goals: 1) Economic Diversity and Prosperity; 2) Safe, Livable Community; 3) Effective, Sustainable Government; 4) Excellent Infrastructure; and 5) Quality of Life.

CONCLUSIONS:

Following consideration of any public hearing, Council will consider a resolution approving the extension of the Technical Assistance Contract between the City of Salinas and Veronica Tam and Associates, Inc. (VTA).

Back Up Pages:

City Council Resolution

Signed Agreement for Professionals Services