



CITY COUNCIL AGENDA REPORT

MEETING DATE : May 5, 2015

ITEM NUMBER: CC-11

SUBJECT: RENEW PROFESSIONAL SERVICES AGREEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT/HOME CONTRACT STAFF

DATE: APRIL 22, 2015

FROM: DEVELOPMENT SERVICES DEPARTMENT/HOUSING AND COMMUNITY DEVELOPMENT DIVISION

PRESENTATION BY: WILLA BOUWENS-KILLEEN, PRINCIPAL PLANNER

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RECOMMENDATION

Approve Amendment One (Attachment One) to exercise the first extension of four renewal options of the existing Professional Services Agreement with Mike Linares, Inc., for one year in an amount not to exceed \$85,000 for FY 2015-2016.

BACKGROUND

The initial Professional Services Agreement (PSA) was approved by Council on September 2, 2014 with the option to renew the Agreement for up to four, one year periods. The PSA will expire June 30, 2015.

The City currently receives approximately \$1.3 million from the United States Department of Housing and Urban Development (HUD) to administer the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs.

All CDBG funds must be used to achieve one of three national objectives: elimination of slum and blight, benefit to low and moderate-income people and/or meet an urgent need. HOME Programs are designed to provide decent, safe, and sanitary housing for low-income persons. Past and present programs include special housing code

enforcement; single-family rehabilitation loans and grants; and planning and engineering of capital improvement projects.

Mr. Linares has over 20 years of experience in administration of federal programs and has been President of his own firm since 1995. He is bilingual and has an extensive background in CDBG and HOME Programs with an emphasis in citizen participation, community outreach, program management, and monitoring of sub recipients. He is currently the main HUD interface for their online financial management information system and serves as an adjunct grants accountant along with Finance Department Staff.

ANALYSIS

Mr. Linares occupies a key position in the Housing and Community Development (HCD) Division. Besides managing several projects of his own, he serves as the HUD on-line financial reporting system technical Manager and primary liaison with the Finance Department. Elimination of his position will severely impact the level of programming which this Division can offer. Additionally, Housing and Community Development staff is not trained to perform the technical functions required by HUD, which this consultant performs. Mr. Linares also provides institutional knowledge especially critical with the reduction in the division's staff.

FISCAL IMPACT

Funding for the PSA will be accommodated in the Housing and Community Development FY15-16 budget.

LEGAL REVIEW

The City Attorney's Office has prepared and approved documents as to form.

CONCLUSION

Staff recommends approval of Amendment One for the PSA between the City and Mike Linares, Inc.

GARY ARMSTRONG
Economic and Development Services
Director

WILLA BOUWENS-KILLEEN
Principal Planner

STEVE DUNIVENT
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SILVIA KENNERSON
Management Analyst

Attachment A: [Amendment One](#)
[Exhibit A: Scope of Work](#)
Attachment B: [Purchase Requisition](#)