



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 3Ordinance/Resolution# 16-241For Meeting of _____
(Ordinance First Reading Date)For Meeting of June 20, 2016
(Adoption Date)

Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AMENDING THE CONTRACT BETWEEN THE CITY OF LAS CRUCES AND COMMUNITY STRATEGIES INSTITUTE FOR AN INCREASE IN PRICE OF \$2,410.00 PLUS A CONTINGENCY OF \$10,000.00 FOR THE COMPLETION OF THE 2016-2020 CONSOLIDATED PLAN AND ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE, 2016 ACTION PLAN, AND AFFORDABLE HOUSING PLAN.

PURPOSE(S) OF ACTION:

Approve amendment to contract.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Vera Zamora	<u>Department/Section:</u> Community Development / Planning & Neighborhood Services	<u>Phone:</u> 528-3194
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces (City), as both an entitlement community for the Community Development Block Grant (CDBG) Program and a participating jurisdiction for the HOME Investment Partnership (HOME) Program from the U.S. Department of Housing and Urban Development (HUD), must develop and adopt a 5-year plan that identifies the community development and affordable housing needs that the City will attempt to address during the plan period. This plan is known as the Consolidated Plan and has been developed in accordance with HUD regulations, including City Council approval.

On October 19, 2015, City Council approved through Resolution 15-16-041, a contract with Community Strategies Institute (CSI) in the amount of \$124,201.94 (\$114,670.00 plus New Mexico gross receipts tax of \$9,531.94) for the development of the 2016-2020 Consolidated Plan and Analysis of Impediments, 2016 Action Plan, and the Affordable Housing Plan (AHP).

Due to unforeseen additional required travel and work related expenses, staff is seeking approval for an increase of \$2,410.00 plus a contingency of \$10,000.00 for other unanticipated costs that may arise for the completion of the AHP component of the contract. Unexpended contingency funds will remain in the account balance for future use.

The AHP is a tool required by the Mortgage Finance Authority to identify the community's affordable housing needs, goals, and quantifiable objectives for increased affordable housing types. The AHP will allow the City to fully implement the City's Affordable Housing Land Bank and Trust Fund.

City Council approval is required to amend the Purchasing Manager Request for Contract by increasing the amount initially approved and proceed with the completion of all component plans in the contract.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager Request for Contract.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Funding approved with the City's FY 2015/2016 budget.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
General	10184030-722190	\$12,410.00	\$127,103.39	\$114,693.39	Implementation of plans

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Purchasing Manager Request for Contract between the City and CSI for additional funds in the amount of \$2,410.00 plus a contingency of \$10,000.00 for unanticipated costs that may arise for the completion of the AHP component of the contract.
2. Vote "No"; this will not approve the Purchasing Manager Request for Contract between the City and CSI for additional costs involved for the completion of the AHP component of the contract.
3. Vote to "Amend" and vote "Yes"; this would allow council to modify the Resolution by adding conditions as they deem appropriate.
4. Vote to "Table"; this would postpone the Resolution. City Council would need to provide direction to staff.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. Resolution 15-16-041.



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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of June 20, 2016
 (Adoption Date)

TITLE:

A RESOLUTION AMENDING THE CONTRACT BETWEEN THE CITY OF LAS CRUCES AND COMMUNITY STRATEGIES INSTITUTE FOR AN INCREASE IN PRICE OF \$2,410.00 PLUS A CONTINGENCY OF \$10,000.00 FOR THE COMPLETION OF THE 2016-2020 CONSOLIDATED PLAN AND ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE, 2016 ACTION PLAN, AND AFFORDABLE HOUSING PLAN.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>[Signature]</i>	528-3194	
Department Director	<i>[Signature]</i>	528-3067	5-23-16
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i>	541-2078 541-2300	5-24-2016 5-23-16
Assistant City Manager/COO	<i>[Signature]</i>		5/24/16
City Attorney	<i>[Signature]</i>	EXT 2128	24 May 2016
City Clerk	<i>[Signature]</i>	X2115	6-10-16

RESOLUTION NO. 16-241

A RESOLUTION AMENDING THE CONTRACT BETWEEN THE CITY OF LAS CRUCES AND COMMUNITY STRATEGIES INSTITUTE FOR AN INCREASE IN PRICE OF \$2,410.00 PLUS A CONTINGENCY OF \$10,000.00 FOR THE COMPLETION OF THE 2016-2020 CONSOLIDATED PLAN AND ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE, 2016 ACTION PLAN, AND AFFORDABLE HOUSING PLAN.

The City Council is hereby informed that:

WHEREAS, the City of Las Cruces (City) is an entitlement community as defined by the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) Program and as a participating jurisdiction for the HOME Investment Partnership (HOME) Program; and

WHEREAS, entitlement communities are required to develop, adopt, and implement a Consolidated Plan, including the required Analysis of Impediments to Fair Housing Choice, every three to five years to address the City's affordable housing and community development needs in order to continue to receive the CDBG and HOME funding; and

WHEREAS, City Council approved, through Resolution 15-16-041, a contract with Community Strategies Institute (CSI) in the amount of \$124,201.94 for the development of the 2016-2020 Consolidated Plan and Analysis of Impediments to Fair Housing Choice, 2016 Action Plan, and Affordable Housing Plan (AHP); and

WHEREAS, due to unforeseen additional required travel and work related expenses, we are seeking approval for \$2,410.00 plus a contingency of \$10,000.00 for other unanticipated costs that may arise for the completion of the AHP component of the contract; and

WHEREAS, the AHP is a tool required by the Mortgage Finance Authority to

identify the community's affordable housing needs, goals, and quantifiable objectives for increased affordable housing types and will allow the City to fully implement the City's Affordable Housing Land Bank and Trust Fund; and

WHEREAS, City Council approval is required to amend the Purchasing Manager Request for Contract (PMRC) in order to proceed with the completion of all component plans in the contract.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the Purchasing Manager is authorized to amend the contract with CSI for completion of the 2016-2020 Consolidated Plan and Analysis of Impediments to Fair Housing Choice, 2016 Action Plan, and the AHP, in accordance with the PMRC, as shown in Exhibit "A" attached hereto and made a part of this Resolution.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above

DONE AND APPROVED this _____ day of _____ 20__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

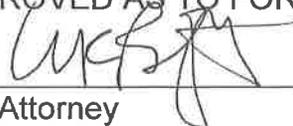
VOTE:

Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eakman: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST FOR CHANGE ORDER

For Meeting of: June 20, 2016

Resolution No.: 15-16-041A

Amendment to Existing Contract For Consolidated Plan & Affordable Housing Plan

The Las Cruces City Council is provided the following information concerning this request:

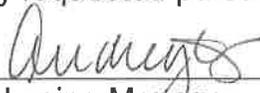
BID/RFP SOLICITATION INFORMATION:

1. Original Bid/RFP & Due Date: **RFP #15-16-041 / August 27, 2015**
2. Description of Bid/RFP: **Consolidated Plan & Affordable Housing Plan**
3. Contract Award: **City Council Resolution / October 19, 2015**
4. Contract Revision:

Previous Contract Award Amount (Excludes Tax & Contingency)	\$114,670.00
Amendment Amount:	\$ 12,410.00
New Contract Amount:	<u>\$ 127,080.00</u>
5. Contractor: **Community Strategies Institute of Edgewater, CO**
6. Using Department: **Community Development**
7. Contract Duration: **Five (5) years subject to annual renewals and approved Budgets**

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to change the above contract is hereby requested pursuant to **Section 24-228.**


 Purchasing Manager

15/19/16
 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	PO 16201366
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