



## Legislation Text

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**File #:** 16-219, **Version:** 1

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*Report Prepared by: Mark E. Hamilton, Housing Program Supervisor, Housing Division, Department of Economic Development*

**SUBJECT:** Consider the First Amendment to Scope of Services With Chad Wolford Consulting to Include Review of the Internal Service Funds for the Cost Allocation Plan

### REPORT IN BRIEF

Consider the first amendment to scope of services in an amount not to exceed \$19,700 for the Cost Allocation Plan.

### RECOMMENDATION

**City Council** - Adopt a motion:

- A. Approving the first amendment to the scope of services with Chad Wolford Consulting in the amount of \$19,700 to include the review of the City's Internal Service Funds as part of a comprehensive Cost Allocation Plan. The additional increase of \$19,700 will be reimbursed with monies from Fund 070 - Housing Administration Fund; and,
- B. Authorizing the City Manager and City Finance Officer to make budget adjustments as necessary.

### ALTERNATIVES

1. Approve, as recommended by staff; or,
2. Deny; or,
3. Refer to City Manager or Housing Division for reconsideration; or
4. Continue to a future City Council meeting.

### AUTHORITY

Charter of the City of Merced, Section 1105 - Appropriations. The City shall have the power to and may act pursuant to procedure established by any law of the state, unless a different procedure is established by ordinance; and pursuant to 24 Code of Federal Regulations, Title 24 Housing and Urban Development, Section 91.505 (a) (1), and per the City of Merced Citizen Participation Plan.

### CITY COUNCIL PRIORITIES

To ensure all administrative costs identified in the 2015-16 Adopted Budget are properly funded.

### DISCUSSION

Staff is requesting Council to consider approving the first amendment to the contract with Chad Wolford Consulting. After a team of City staff met with HUD representatives, it was the team's

determination that the original proposal approved by Council in January of 2016 needs to include additional requirements and research to meet HUD expectations.

With Council's approval, the consultant will provide additional services beyond the original scope of services contracted for the City-wide Cost Allocation Study. The study includes most City departments and is not limited to Housing. The additional services were requested once it was determined the Cost Allocation Plan did not include a review of how Internal Services Funds are being distributed. This CAP is a high priority for staff due to the desire of HUD to have this completed in a timely manner. The amendment increases the contract \$19,700, to a total of \$40,650.

## **IMPACT ON CITY RESOURCES**

No budget action is required if the amendment is approved.

## **ATTACHMENTS**

1. First Amendment to the contract with Chad Wolford Consulting