

RESOLUTION NO. 3604-2013

RESOLUTION OF THE FORT BRAGG CITY COUNCIL 1) APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PARKER LEWIS ASSOCIATES (DBA COMMUNITY DEVELOPMENT SERVICES) FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OVER-THE-COUNTER AND BUSINESS ASSISTANCE LOAN CONSULTANT SERVICES (AMOUNT NOT TO EXCEED 100% OF ALLOWABLE ACTIVITY DELIVERY FUNDING PLUS 60% OF ALLOWABLE GENERAL ADMINISTRATION FUNDING; ACCOUNT NO. 302-4869-0631), AND 2) AUTHORIZING FUNDING IN THE AMOUNT NOT TO EXCEED \$17,250 FOR AN ADDENDUM FOR AN OVER-THE-COUNTER APPLICATION PREPARATION; AND AUTHORIZING CITY MANAGER TO EXECUTE SAME

WHEREAS, the City of Fort Bragg wishes to be pro-active in the creation of economic development opportunities for the community; and

WHEREAS, each year the City is eligible to apply for Community Development Block Grant (CDBG) Over-the-Counter (OTC) business loan funding ("Project"); and

WHEREAS, in addition, the City may periodically provide economic development assistance from available Program Income funds or other CDBG grant funding; and

WHEREAS, applications for OTC funding and other CDBG business loan processing and approvals require specialized knowledge, and City staff lacks capacity to properly administer such loans; and

WHEREAS, a Request for Proposals (RFP) for consultant services to prepare OTC applications and to provide other CDBG business loan program services was released on January 17, 2013, to a list of qualified consultants as provided by CDBG; and

WHEREAS, two proposals were received from qualified consultants by the RFP due date; and

WHEREAS, City staff reviewed and evaluated the proposals and determined that Parker Lewis Associates DBA Community Development Services was specially trained, experienced, and competent to perform the special services required and a recommendation to award a contract to Parker Lewis Associates DBA Community Development Services, was presented to the City Council, and

WHEREAS, the Project will be reviewed for the purposes of CEQA at the time a specific loan proposal proceeds to a full loan application; and

WHEREAS, Community Development Services also submitted a proposal for a specific loan activity that may result in an OTC proposal, and terms of the specific loan proposal are addressed as an Addendum to the contract with Community Development Services; and

WHEREAS, funds for future OTC or other CDBG business loan activities will be identified as specific projects are identified; and funds for the specific loan activity are available from CDBG General Administration funding for pre-application funding in the amount of up to \$2,625; and funds for the entire OTC consultant fees in the amount of \$17,500 will be provided per CDBG OTC Grant Agreement if the loan is funded; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. Securing services from Parker Lewis Associates DBA Community Development Services (CDS) will ensure that the City is prepared to engage in economic development opportunities funded through the CDBG program.
2. After issuing a Request for Proposal and consider the qualifications of the respondents, CDS was found to be specially trained, experienced, and competent to perform the required tasks.
3. There is sufficient funding available from current open CDBG General Administration grants to pay for the pre-application services provided in the Addendum for a specific loan project proposal from CDS for a potential OTC application; and any additional costs paid for the OTC application up to \$17,250, would only be expended if a CDBG OTC application is funded and would be reimbursed by CDBG if the application is funded.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby 1) approve a Professional Services Agreement with Parker Lewis Associates (dba Community Development Services) for Community Development Block Grant (CDBG) Over-the-Counter and Business Assistance Loan consultant services (amount not to exceed 100% of allowable Activity Delivery funding plus 60% of allowable General Administration funding; Account No. 302-4869-0631), and 2) authorize funding in the amount not to exceed \$17,250 for an Addendum for an Over-the-Counter Application Preparation; and Authorize City Manager to execute same.


The above and foregoing Resolution was introduced by Councilmember Deitz, seconded by Councilmember Hammerstrom, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 25th day of March, 2013, by the following vote:

AYES: Councilmembers Courtney, Deitz, Hammerstrom, and Mayor Turner.
NOES: None.
ABSENT: None.
ABSTAIN: None.



DAVE TURNER,
Mayor

ATTEST:


Cynthia M. VanWormer, MMC
City Clerk