

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 09/09/15
ITEM FROM FINANCE COMMITTEE MEETING OF 08/31/15

ISSUE:

22. Request for Approval of Remaining FY 2014/15 Budget for Ongoing Service Contracts to FY 2015/15 for Housing and Community Development Department. (Kate Noble)

FINANCE COMMITTEE ACTION:

Approved as Consent item.

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Excused		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

4-13-15



DATE: August 31, 2015
TO: Finance Committee and City Council
FROM: Kate Noble, Acting Director of Housing and Community Development (HCDD) *KN*
RE: Ongoing Contracts Budget Adjustment Request for FY 2015/16 for HCDD

Item and Issue:

Staff requests the following adjustments to the fiscal year budget for FY 2015/16 in order to continue the work begun with the funding allocated in FY 2014/15.

ECONOMIC DEVELOPMENT DIVISION

The Economic Development Division has entered into professional services contracts designed to support key initiatives. These contracts are written according to timeframe and deliverables that best serve each individual project and initiatives. The contracts listed were initiated in FY 14-15 and expire in FY 15-16.

OFFICE OF AFFORDABLE HOUSING – General Fund

Foreclosure Assistance/Prevention:

Because of the nature of foreclosure cases (extending over several months and even years) this contract was extended FY 15-16 because legal processes do not conform to a fiscal year and several clients' cases are still in process.

Homebuyer Assistance Outreach:

Due in part to the vagaries of the real estate market in Santa Fe, and that part of the compensation is based on the number of real estate closings completed by income-qualified homebuyers, this contract has been extended

Rental Assistance:

Based on the success of this program, funds from the Housing General Fund budget in FY 14-15 were allocated to expand and continue the program into FY 15 – 16 in lieu of funding the program from FY 15-16 funds.

OFFICE OF AFFORDABLE HOUSING - CDBG

Down Payment Assistance:

Four to five homeowners will receive downpayment assistance with the remainder of funding allocated in FY2014-15.

Home Improvement:

Payback of older, prior-year Home Improvement loans, which by HUD regulations, is required to be spent prior to "entitlement" funds. 3-4 additional homeowners will receive loans.

SANTA FE METROPOLITAN PLANNING ORGANIZATION (MPO)

The MPO has ongoing contractual work for FY 2015/2016 with two consultants that require funds originally approved in FY 2014/2015. These funds will serve to complete a Bus Stop Assessment and Connectivity Study. And for an update of the MPO Travel Demand Model.

Action Requested:

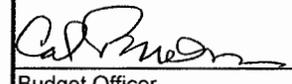
Staff requests approval of the Budget Adjustment Request (BAR) for the ongoing contracts detailed in the attached spreadsheet.

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
HCDD Department				08/24/2015		
ITEM DESCRIPTION	BU / LINE ITEM	---(Finance Dept Use Only)---		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Other Consulting	22116.510340			58,672		
Grants and Services	22737.510400			40,000		
Grants and Services	12106.510400			43,447		
Subsidy Payments	22738.510500			35,555		
Subsidy Payments	22552.510500			20,000		
Subsidy Payments	12106.510500			60,000		
Professional Contracts	22305.510300			96,432		
Professional Contracts	22306.510300			23,509		
US Dept Housing Urban	21506.490520			\$(95,555)		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	282,060	0

Please carry over from FY 2014/2015 to FY 2015/2016

Prepared By Jessica Sandoval Date _____	CITY COUNCIL APPROVAL		 Budget Officer Date 8/26/15
	City Council Approval Required <input type="checkbox"/>	City Council Approval Date <input type="text"/>	
 Interim Department Director Date 8-25-15	Agenda Item #: <input type="text"/>	City Manager Date _____	

**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
ONGOING CONTRACTS**

08/25/2015

Economic Development									
Business Unit	Line Item	Project	Contractor	Dollars Spent FY2014-15	Purchase Order Open	Date PO Entered	Balance of PO	Explanation	
22116	510340	Entrepreneurial Development	Make Santa Fe LLC	\$ 40,000	14158612	04/08/2015	\$ 5,000	PSA expires 07/31/2015	
22116	510340	Entrepreneurial Development	Start Up Santa Fe (Creative SF)	\$ 28,500	14158779	04/15/2015	\$ 16,500	PSA expires 10/31/2015	
22116	510340	Film/Digital Media Initiative	Parallal Studios Inc.	\$ 3,800	14150271	06/16/2015	\$ 1,200	PSA expires 12/31/2015	
22116	510340	Entrepreneurial/Talent Development	Andrea Romero Consulting	\$ 6,471	14158978	04/28/2015	\$ 13,529	PSA expires 12/31/2015	
22116	510340	Talent Development	Siete Del Norte CDC	\$ 29,000	14155006	11/19/2014	\$ 6,000	PSA expires 08/30/2015	
22116	510340	Talent Development	Youthworks	\$ 31,779	14151659	08/14/2014	\$ 16,443	PSA expires 07/30/2015	
		TOTAL					\$ 58,672		
General Fund/AHTF									
Business Unit	Line Item	Project	Project	Dollars Spent This FY	Purchase Order Open	Date PO Entered	Balance of PO	Explanation	
12106	510400	Foreclosure Assistance/Prevention	Huddleston Law, LLC	\$ 3,683	14154966	11/17/2014	\$ 10,447	PSA expires 04/30/2016	
12106	510400	Homebuyer Assistance Outreach	Homewise	\$ -	14152074	08/25/2014	\$ 33,000	Extending term to 06/30/2016	
12106	510500	Rental Assistance	Life Link (AHTF)	\$ -	14150663	07/22/2014	\$ 60,000	Extending term to 06/30/2016	
		TOTAL					\$ 103,447		
CDBG									
Business Unit	Line Item	Project	Project	Dollars Spent This FY	Purchase Order Open	Date PO Entered	Balance of PO	Explanation	
22552	510500	Down Payment Assistance	Housing Trust	\$ 40,000	14150655		\$ 20,000	Contract expires 09/20/2015	
22738	510500	Down Payment Assistance	Homewise	\$ 4,445	14150658		\$ 35,555	contract expires 06/30/2016	
22737	510400	Home Improvement	Homewise	\$ -	14150659		\$ 40,000	contract expires 06/30/2016	
		TOTAL					\$ 95,555		
Santa Fe MPO									
Business Unit	Line Item	Project	Project	Dollars Spent This FY	Purchase Order Open	Date PO Entered	Balance of PO	Explanation	
22305	510300	Travel Demand Model	Eco Resource Management	\$ 12,054	13151277	06/23/2014	\$ 22,376	Extending term to 6/30/2016	
22306	510300	Travel Demand Model	Eco Resource Management	\$ 3,013			\$ 5,594	Extending term to 6/30/2016	
22305	510300	Connectivity and Bus Assessment	KFH Group Inc	\$ 81,124	13150204	05/16/2014	\$ 74,056	PSA expires 12/31/2015	
22306	510300	Connectivity and Bus Assessment	KFH Group Inc	\$ 20,281		05/16/2014	\$ 17,915	PSA expires 12/31/2015	
		TOTAL					\$ 119,941		