



# FINANCE COMMITTEE AGENDA

**Tuesday, February 14, 2017**

**8:30 AM**

Executive Conference Room, Level Three  
Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California

**MEMBERS:** Council Member Christine Marick and Council Member Marty Simonoff  
**ALTERNATE:** Mayor Cecilia Hupp

Materials related to an item on this agenda submitted to the Finance Committee after distribution of the agenda packet are available for public inspection in the third floor lobby of the Civic and Cultural Center at 1 Civic Center Circle, Brea, CA during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post documents before the meeting.

## CALL TO ORDER / ROLL CALL

1. Matters from the Audience

## CONSENT

2. Approval of Minutes of January 31 Meeting

### **Attachments**

Minutes

3. Amendment No. 1 to the Professional Services Agreement with Housing Programs for Single Family Rehabilitation Program Assistance

### **Attachments**

Housing Programs Amendment No. 1

## DISCUSSION

4. Schedule Next Meeting: February 28

***NOTE: This agenda is subject to amendments up to 72 hours prior to the meeting date.***

cc: Mayor Pro Tem Glenn Parker  
Council Member Steven Vargas

**Special Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 990-7757. Notification 48 hours prior to the meeting will enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

City of Brea

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**FINANCE COMMITTEE COMMUNICATION**

**FROM:** City Manager

**DATE:** 02/14/2017

**SUBJECT:** Approval of Minutes of January 31 Meeting

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**Attachments**

Minutes

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# FINANCE COMMITTEE MINUTES

**Tuesday, January 31, 2017**

**8:30 AM**

Executive Conference Room, Level Three

Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California

## CALL TO ORDER / ROLL CALL

ATTENDEES: Council Member Christine Marick, Council Member Marty Simonoff, Chris Emeterio, Tony Olmos, Cindy Russell, Bill Bowlus, Chris Guerrero, Carrie Hernandez, Steve Kooyman, Jennifer Lilley, Raul Lising, Faith Madrazo, Alicia Brenner, Keri Bullock, and Jennifer Colacion.

1. Matters from the Audience – None

## CONSENT

2. Approval of Minutes of January 10 Meeting – *Receive and File.*
3. Amendment No. 2 to Professional Services Agreement with Joe Calabrese Architect in the Additional Amount of \$5,600 – *Recommended for City Council approval.*
4. Approval of a Professional Services Agreement with PlaceWorks to Prepare Central City Core Planning Studies – Phase One of a Two Phase process to realize a General Plan Update and Zoning Controls – *Recommended for City Council approval.*
5. Centennial Legacy Public Art – *Recommended for City Council approval.*
6. Recommendation for Radio Encryption Software – *Recommended for City Council approval.*
7. Budget Adjustments to the City Operating and Capital Improvement Program Budgets for Fiscal Year 2016-17 – *Committee directed staff to revise Exhibit A for the City's operating budget to omit the transfer for the salary and vehicle overhead charge for the Commercial Enforcement Officer position to the Community Benefit & Economic Development Fund. All other budget adjustments recommended for City Council approval.*

## DISCUSSION

8. Schedule Next Meeting: February 14, 2017

Meeting adjourned: 8:39 AM

cc: Mayor Cecilia Hupp  
Mayor Pro Tem Glenn Parker  
Council Member Steven Vargas

**City of Brea**

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**FINANCE COMMITTEE COMMUNICATION**

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**TO:** Finance Committee Members

**FROM:** City Manager

**DATE:** 02/14/2017

**SUBJECT:** Amendment No. 1 to the Professional Services Agreement with Housing Programs for Single Family Rehabilitation Program Assistance

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**RECOMMENDATION**

Approve Amendment No. 1 to the Professional Services Agreement with Housing Programs for Single Family Rehabilitation Program Assistance.

**BACKGROUND/DISCUSSION**

The City has successfully participated in the Community Development Block Grant (CDBG) Program for Single Family Rehabilitation for over forty years. Each year the City receives approximately \$180,000 of federal funds to use to assist 15 to 20 low-income Brea homeowners with home repairs, which include correcting health, safety, and building code violations. With the retirement of a Management Analyst II (MAII) in the Community Development Department, there was a significant gap in staff resources to keep this and other housing programs going. While the City explored the alternatives for staffing the housing programs going forward, a consultant was selected to assist with the Housing Rehabilitation program. The City is contractually committed to continue this program and to meet grant deadlines. Additionally, several low-income homeowners were in various stages of home repairs under the program.

Community Development staff received recommendations from other cities who use consultants to implement their CDBG Housing Rehabilitation Programs. Four consultants were interviewed: AmeriNational Community Services, GRC Associates, Housing Programs, and Lorraine Mendez & Associates. Based on their experience, references, and fees, Housing Programs was recommended to the City Manager, who approved a Professional Services Agreement (PSA) on October 18, 2016, for an amount not to exceed \$24,000. Housing Programs then provided assistance to the Housing Rehabilitation Program on a trial basis to complete the FY 2015-16 grant cycle, which ended December 31, 2016. Housing Programs successfully carried out the remainder of FY 2015-16 projects and four homes were rehabilitated between October and December of last year.

It is now recommended that the City amend Housing Programs' PSA to continue their services. The amendment would add \$84,000 to the PSA and extend the term to the end of FY 2018-19. Beginning in FY 2018-19, the City will be able to cover consultant costs with the CDBG grant. As part of the budget process, Community Development is proposing budget savings by operating the City's affordable housing programs with one less staff position. However, this can only be done if consultant services are also utilized to perform

critical related functions.

**SUMMARY/FISCAL IMPACT**

Council is requested to approve Amendment No. 1 to the Professional Services Agreement with Housing Programs to provide service for Brea's CDBG Housing Rehabilitation Program through FY 2018-19. The not-to-exceed amount in this amendment is \$84,000. This would bring the current \$24,000 PSA to \$108,000. This PSA is paid from the Housing Successor Fund, thus there is no General Fund impact. The Housing Successor Fund has sufficient funds in the current budget to cover the additional expense for this Fiscal Year. The remaining amount will be budgeted in FY 2017-18 and FY 2018-19.

**RESPECTFULLY SUBMITTED**

William Gallardo, City Manager

Prepared by: Marie Dao, Community Development Specialist

Concurrence: David Crabtree, Community Development Director

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**Attachments**

Housing Programs Amendment No. 1

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## **AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT**

This Amendment to Professional Services Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the **CITY OF BREA**, a municipal corporation (hereinafter called the "CITY") and **HOUSING PROGRAMS** (hereinafter called the "CONSULTANT").

### **A. RECITALS**

(i.) On or about October 18, 2016, CITY and CONSULTANT entered into an agreement for professional services, whereby CONSULTANT provides Housing Rehabilitation Program administration services and various related services on an "as-needed" basis ("Agreement", hereinafter.)

(ii.) The parties hereto desire to amend the Agreement to increase the contract amount from \$24,000 to \$108,000.

(iii.) The parties hereto desire to amend the Agreement to extend the contract term from one year to June 30, 2019.

### **B. AMENDMENT**

NOW, THEREFORE, it is agreed by and between CITY and CONSULTANT as follows:

1. Notwithstanding any other provision therein, the term of the Agreement is hereby increased from \$24,000 to \$108,000, and from one year to June 30, 2019. Except as amended by this Amendment, all other terms and conditions of the Agreement remain unchanged.
2. The persons executing this Amendment warrant that they are authorized to execute this Amendment and that this Amendment is binding on the parties hereto.

NOW, WHEREFORE, the parties have executed this Amendment as of the date first set forth above.

**CITY OF BREA**  
A Municipal Corporation

**CONSULTANT**  
Housing Programs

Name: \_\_\_\_\_  
Cecilia Hupp, Mayor

Name: \_\_\_\_\_  
John Sottek, Principal/Inspector

Attest: \_\_\_\_\_  
Lillian Harris-Neal, City Clerk