



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 2, 2004

ITEM NUMBER:

SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS FOR THE CONSOLIDATED PLAN AND THE IMPLEMENTATION PLAN

DATE: JULY 6, 2004

FROM: CITY MANAGER'S OFFICE/HOUSING AND COMMUNITY DEVELOPMENT

PRESENTATION BY: MURIEL ULLMAN, NEIGHBORHOOD IMPROVEMENT MANAGER

FOR FURTHER INFORMATION CONTACT: MURIEL ULLMAN, 714/754-5167

RECOMMENDATION:

1. Authorize City Manager to enter into and make minor changes to a Professional Services Agreement with Cotton/Bridges/Associates in an amount not to exceed \$41,150 for completion of the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan for Fiscal Years 2005-2010.
2. Authorize City Manager to enter into and make minor changes to Professional Services Agreement with Cotton/Bridges/Associates in an amount not to exceed \$4,910 for the Redevelopment 2005-2010 Implementation Plan subject to approval by the City Attorney.

BACKGROUND:

1. Consolidated Plan

Costa Mesa is a Housing and Urban Development (HUD) entitlement City and automatically eligible to receive Community Development Block Grant (CDBG) and HOME funds. These two (2) HUD programs annually provide over \$2 million dollars to the City and offer an array of services which either assist low and moderate income persons and/or arrest blight in deteriorated neighborhoods. HOME funds may be used solely to increase housing opportunities for low-income residents living in Costa Mesa.

The Consolidated Plan is a five (5) year planning document, which is required by HUD for all communities receiving entitlement community development funds. It is designed to be a collaborative process whereby a community establishes a unified vision for community development actions. It offers local jurisdictions the opportunity to integrate the various housing and community development programs into effective neighborhood strategies. It also creates the opportunity for strategic planning and citizen participation

to take place in a comprehensive context and to reduce duplication of effort at the local level.

The statutes for the grant programs set forth three (3) basic goals, which are closely related to the major commitments and priorities of HUD. These Departmental and program goals are the fundamental elements of the Consolidated Plan. These goals, which must be incorporated into a Comprehensive strategy as set forth in the Consolidated Plan, are:

- Provision of decent housing including increasing special needs housing; provision of affordable housing that is accessible to job opportunities; homeless housing assistance; and increasing the availability of permanent housing to low income Americans.
- Provision of suitable living environments through improving the safety and livability of neighborhoods: deconcentration of low income housing and increasing access to quality facilities and services.
- Expansion of economic opportunities through job creation and retention; public services associated with employment; empowering low and moderate income persons to achieve self-sufficiency.

HUD has also provided Community 2020 software which is utilized to establish needs and priority needs; establish specific objectives and annual goals. Additionally, the Plan requires the City to take and/or describe specific actions and initiatives relevant to the preparation of the Consolidated Plan.

These include:

CITIZEN PARTICIPATION PLAN:

- Consultation with appropriate public and private agencies including the State and social services agencies regarding housing needs of children, homeless, elderly, etc.
- Description of any collaborative efforts and organizational structures among various agencies in order to maximize benefits of the Plan.
- A detailed participation plan which provides and encourages citizens to participate in the development of the Consolidated Plan including community meetings and accessibility to meetings by all residents including minorities and non-English speaking persons.

HOUSING:

- A projection of housing needs for the next five (5) years including an estimate of the number and type of families in need of housing assistance and a discussion of specific housing problems including costs burdened households, substandard housing and overcrowding compared to the jurisdiction as a whole.
- Priority housing needs which correspond with special tabulations of U.S. census data provided by HUD for the preparation of the Consolidated Plan.

- Description of Market Conditions.
- Barriers to affordable housing.
- Impediments to fair housing.

HOMELESS:

- Homeless needs (description of nature and extent of homelessness in the City, addressing separately the needs for facilities and services for homeless and homeless families with children).
- Description of existing facilities and services that assist homeless persons and families with children.
- Priority Homeless Needs.
- Homeless Strategy.

SPECIAL POPULATIONS:

- The Jurisdiction must estimate the number of persons requiring supportive services including the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addictions, persons with HIV/AIDS, etc. The jurisdiction must also describe the facilities and services available to such persons.
- The jurisdiction must describe the priority housing and supportive service needs of such persons.

COMMUNITY DEVELOPMENT:

- All cities must identify priority non-housing community development needs eligible for assistance by CDBG eligibility category and identify specific long term and short-term community development objectives.

CONSOLIDATED ACTION PLAN:

- The jurisdiction must describe all resources it will use and projects it will undertake to address the issues as specified above. The Action Plan must identify the linkage between the use of federal resources and the specific objectives developed to address priority needs identified in the strategic plan. It must be provided in both a five (5) year and one (1) year format.

The Consolidated Plan must be completed and approved by May 15, 2005 in order to be in effect by the City's next fiscal year beginning July 1, 2005.

2. AB 1290 Implementation Plan

In December 1999, the Redevelopment Agency for the Downtown Redevelopment Plan approved the Implementation Plan required by the California Reform Act of 1993 also known as AB 1290. A required mid-cycle review was conducted in 1997. The Plan represented a five-year blueprint for project planning within the Downtown Redevelopment Project Area. It contained the following information:

- The Agency's goals and objectives, specific projects and programs with related expenditures and an explanation of how they impact the elimination of blight within the project area.
- A description of how these goals, objectives, programs and expenditures will implement the low and moderate income housing set-aside and housing production requirements of the law, including an annual housing program.
- Financial projections and related housing goals for a 5-year period.

The Current Implementation Plan expires in December 2004. A new Plan will need to be adopted by this date.

ANALYSIS:

Staff prepared a Request for Proposal (RFP). The RFP was sent to 19 consultants based upon expertise in this particular area and those listed in planning and redevelopment journals.

Only three (3) teams responded to the RFP solicitation and one team eventually dropped out due to workload. As all entitlement cities are currently in the process of updating both their Implementation and Consolidated Plans, the few firms in Southern California qualified to do this sort of work are experiencing heavy work volumes.

The two teams, which submitted RFP's, were Cotton/Bridges/Associates and Laurin Associates. A three (3) member panel consisting of city staff interviewed both teams. Twelve criteria were used to evaluate each consultant. Staff also contacted references checks for both consultants.

Since much of the housing data gathered during the Consolidated Plan process is similar to that needed for the Implementation Plan, utilization of the same consultant for both plans will result in a considerable cost savings for the City. Additionally, the Study Sessions, 3R Committee meetings and community meetings can serve the dual purpose of receiving public comment on both the Implementation and Consolidated Plans.

Based on the above, staff recommends that Cotton/Bridges/Associates team be selected to prepare both the five (5) year Consolidated Plan and the Redevelopment Agency 2005-2010 Implementation Plan. Choosing this team should cut down on duplication of efforts and result in well-researched and comprehensive document.

ALTERNATIVES CONSIDERED:

The Consolidated Plan is a HUD required document, which must be prepared by jurisdictions receiving entitlement HOME and CDBG funds. Although the RFP was sent to nineteen (19) highly qualified firms, only two firms agreed to go through the entire RFP process. It is staff's opinion that there are no other firms as qualified as Cotton/Bridges/Associates to prepare both the five-year Consolidated Plan and the Implementation Plan.

FISCAL REVIEW:

There are funds programmed in both the CDBG and HOME consulting accounts for these Plans.

LEGAL REVIEW:

The attached Professional Services Agreement has been reviewed and approved as to form by the City Attorney.

CONCLUSION:

That the City Manager be authorized to enter into and make minor modifications to a Professional Services Agreement with Cotton/Bridges/Associates for the Department of Housing and Urban Development (HUD) Consolidated Plan for Fiscal Years 2005-2010 and the Redevelopment Agency Implementation Plan, subject to approval by the City Attorney.

Allan L. Roeder
City Manager

Muriel Ullman
Neighborhood Improvement Manager

Marc R. Puckett
Director of Finance

[Attachments: "A" - Professional Services Agreement \(Includes Request for Proposal\)](#)