

## Legislation Details (With Text)

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**Title:** Amendment to The Ramsay Group (TRG) Contract for an Income Survey in the Dream Homes Neighborhood.

**Sponsors:**

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**Attachments:** 1. TRG Income Survey Proposal

Date	Ver.	Action By	Action	Result
10/12/2016	1	City Council	approved	

**City Council**

**MEETING DATE: 10/12/2016**

**TITLE:**

**Amendment to The Ramsay Group (TRG) Contract for an Income Survey in the Dream Homes Neighborhood.**

**FROM:**

John A. Corella, P.E., City Engineer

**RECOMMENDATION:**

City staff recommends the City Council amend the current contract with the Ramsay Group and authorize the City Manager (or designee) to prepare and execute the necessary contract amendment in the amount of \$6,960.

**BACKGROUND:**

On September 14 2015, staff provided the City Council with an update and opened a discussion on some of the projects and future efforts the City will be initiating in the Dream Homes neighborhood. City Staff was also seeking direction on whether or not to conduct an income survey in the neighborhood to confirm the income status of the Dream Homes and potentially reclassify this neighborhood as a low and moderate income area eligible to receive CDBG funding assistance. Based on the average researched cost, the City Council directed staff to move forward with the income survey.

**DISCUSSION:**

The Ramsay Group (TRG) is currently under contract with the City to prepare the Assessment of Fair

Housing (AFH). The AFH was recently completed and approved by Council for submittal to HUD. As requested by Staff, TRG submitted a proposal to conduct the income survey on behalf of the City. TRG's proposal is below the average cost for an income survey as researched by staff. TRG proposes to do the following:

1. Coordinate and design a door-to-door survey method based on size of the sample needed;
2. Develop a questionnaire with simple questions that will gather necessary information;
3. Select a population sample of the Dream Homes neighborhood;
4. Conduct the survey in a quality and unbiased manner;
5. Analyze the results and calculate the LMI percentages; and,
6. Document the results, prepare a report with recommendations, and submit the package to HUD.

By amending TRG's current agreement, the City will acquire services from a professional consulting firm that is familiar with demographics of the City; specifically the survey area. Amending the current contract will also reduce the amount of time to solicit bid proposals and time needed to provide the awarded consultant with the information necessary to conduct the income survey. This option will produce quick results and accelerate the HUD process.

**FISCAL IMPACT:**

Approval of the TRG Amendment will have no adverse fiscal impact to the City's General Fund. The City will allocate \$6,960 in Community Development Block Grant (CDBG) funds from its twenty percent (20%), FY 2016 Administrative allowance (\$93,475.00) to pay for the Income Survey. Staff has received confirmation from the Local HUD Office to use CDBG funding for this survey.

**ATTACHMENTS:**

Attachment No. 1: TRG Income Survey Proposal