City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: September 21, 2016

SUBJECT: Local Planning and Administrative Assistance Contract with Region XII for an Environmental Review and Public Interest Survey for Housing Application

At the September 12, 2016 meeting, Council took action to work with Region XII to apply for a 2017 Community Development Block Grant (CDBG) for housing rehabilitation.

Region XII has prepared on contract for the services to be provided by Region XII and the responsibilities of the City. The services include necessary planning activities in order to apply for the grant. The specific activities to be completed by Region XII include:

- Distribution of pre-application/interest survey to all households in the target area;
- Compilation of required information and data, including the interest survey;
- Attendance at public hearings and other meetings as needed or desired; and
- Submission of the CDBG application by the deadline to be established by IEDA

Responsibilities of the City include:

- Provision of mailing labels for the interest survey
- Provision of information needed for completion of the application; and
- Convening of any required meetings; including public hearings.

The fee to Region XII for their services is $500.00 plus any publication costs related to the application not directly paid by the City. Completion of the above activities is January 31, 2017.

Attached is a resolution approving the contract with Region XII for their services.

RECOMMENDATION: Council discussion and approval of the attached resolution approving the Local Planning and Administrative Assistance Contract with Region XII for Environmental Review and Public Interest Survey for Housing Application.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT WITH REGION XII FOR AN ENVIRONMENTAL & PUBLIC INTEREST SURVEY FOR HOUSING APPLICATION

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be reduced to writing and approved by the City Council by resolution; and

WHEREAS, the local planning and administrative assistance contract with Region XII for an environmental review and public interest survey for housing application is attached hereto as Exhibit A; and

WHEREAS, it is determined that the approval of the attached local planning and administrative assistance contract with Region XII for an environmental review and public interest survey for housing application is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the local planning and administrative assistance contract with Region XII for an environmental review and public interest survey for housing application, attached as Exhibit A, be authorized and approved, and that the Mayor is authorized to execute the employment contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 21st day of September, 2016.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

Contract Number: **TA1717**

LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF CARROLL

ENVIRONMENTAL REVIEW & PUBLIC INTEREST SURVEY FOR HOUSING APPLICATION

Article 1.0 **IDENTIFICATION OF PARTIES.** This contract is entered into by and between the Region XII Council of Governments, hereinafter referred to as COG, and the City of Carroll, hereinafter referred to as the City.

Article 2.0 **STATEMENT OF PURPOSE.** The City intends to submit a 2017 Community Development Block Grant (CDBG) application to the Iowa Economic Development Authority (IEDA) for owner-occupied housing rehabilitation. The City wishes to engage the COG to provide certain technical and professional services for this application, for which the COG will incur costs beyond those reimbursed by this contract.

Article 3.0 **AREA COVERED.** The COG shall perform all the work and services required under this contract in connection with and respecting assisting the City with the required documentation in order for the City to submit a complete CDBG-Housing application to IEDA.

Article 4.0 **STATEMENT OF WORK AND SERVICES.** The COG shall perform in a satisfactory and proper manner as determined by the City, the following work and services:

Specific activities completed by the COG shall include:

- Distribution of a pre-application/interest survey to all households in the target area;
- Compilation of required information and data, including the interest survey;
- Attendance at public hearings and other meetings as needed or desired; and
- Submission of the CDBG application by the deadline to be established by IEDA.

Responsibilities of the City or its designees shall include but are not limited to:

- Provision of mailing labels for the interest survey;
- Provision of information needed for completion of the application; and
- Convening of any required meetings, including public hearings.

Article 5.0 **TIME PERFORMANCE.** The services of the COG are to be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before January 31, 2017.

Article 6.0 **CONDITION OF PAYMENTS.** The City will pay the COG $500.00 for services outlined in Article 4.0 and actual costs of printing and mailing of the interest survey. The City will also reimburse the COG for any publication costs related to the application not directly paid by the City.

Article 7.0 **AMENDMENTS.** Any changes to the Contract that are mutually agreed upon by both the COG and the City shall be incorporated into this Contract through written amendment signed by both parties.

Article 8.0 **TERMINATION.** Upon written agreement between the City and the COG, this contract may be declared null and void, whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG for the work completed.

Article 9.0 **INDEMNIFICATION.** The City will defend, indemnify and hold harmless the COG and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this Contract.

Article 10.0 **GRANT ADMINISTRATION.** If the CDBG application is funded, the City will enter into a separate contract with the COG for administration of the CDBG at a cost not to exceed the administrative costs as identified in the CDBG application.

IN WITNESS THEREFORE, the parties hereto have executed this Contract on the day and year specified below.

REGION XII COG

BY: Richard T. Hunsaker 9-15-16

Richard T. Hunsaker Date
Executive Director

THE CITY OF CARROLL

BY:_____

Eric Jensen Date
Mayor