

Capitola City Council

Agenda Report



Meeting: July 28, 2022

From: Community Development Department

Subject: Affordable Housing Contract Services

Recommended Action: Adopt the proposed resolution approving a sole source contract with Carolyn Flynn for professional services related to affordable housing programs in an amount not to exceed \$20,000 and amending the Fiscal Year 2022-23 Budget.

Background: Carolyn Flynn has provided consulting assistance with the City's Community Development Department for twenty-five years. Her services have covered a wide range of grant administration activities, as well as professional planning in affordable housing and economic development. She managed the City's CDBG Program from 1997 - 2018. Her grant work includes writing grant applications, grant administration, and CDBG Program income tracking and oversight. She has managed seventeen grants for the City over the years.

From January 2013 to June 2017, Ms. Flynn provided professional management of the City's Affordable Housing Program. This includes handling the re-sale and monitoring of deed-restricted affordable units, oversight of active affordable housing loans, and oversight of Regulatory Agreements with the owners of deed-restricted affordable housing projects and mobile home parks in the City.

Discussion: The contract with Ms. Flynn is for professional services for Fiscal Year 2022/23 in an amount not to exceed \$20,000. The contract is a standard City contract for professional services, as approved by the City Attorney. Services to be performed under this contract include:

1. Affordable housing training for Development Service Tech (64 hours):
 - a) Assistance with active items related to inclusionary program
 - b) Complete Affordable Housing Administrative Manual
 - c) Annual loan notices. Complete draft notices for 2022
 - d) Affordable housing occupancy notices and track; complete draft notices for 2022
 - e) Update program documents with IHO revisions
 - f) Provide training overview on all tasks outlined in the Affordable Housing Administrative Manual
2. As-Needed Professional Assistance with Affordable Housing Administration (70 hours)

Ms. Flynn's knowledge of the City's Affordable Housing Program provides her with the required experience that no other consultant can provide without first spending a significant amount of time to learn the City's processes for resale, annual certification, and tracking. Ms. Flynn is currently drafting a manual for staff to utilize as a guide for all aspects of administering the affordable housing program.

Fiscal Impact: The funding for this contract is available from the Housing Successor Agency Fund which currently has a fund balance of approximately \$2 million.

Attachments:

1. Proposed resolution
2. Budget amendment form
3. Sole Source Purchase Determination

Report Prepared By: Katie Herlihy, Director of Community Development

Reviewed By: Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager