



## CITY COUNCIL MEMORANDUM

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**TO:** City Council

**FROM:** Matthew R. Schmitz, MPA - City Manager

**DATE OF MEETING:** April 22, 2024

**ITEM TITLE:** Resolution to enter into a contract with INRCOG to perform income verifications

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### **BACKGROUND:**

In April of 2022, the City entered into a contract to perform income verifications for the City's Tax Increment Financing (TIF) Low-and-Moderate Income (LMI) Repair Program Administrative Plan. This income verification process, as a matter of best practice, is best handled by an outside 3rd party agency such as INRCOG.

### **DISCUSSION:**

The last contract we entered into was for a term of six months. Rather than continuing to do six-month contracts such as this, Staff feels a three-year contract would be more appropriate so that when applications come in, they can be processed promptly, etc. The attached contract for review includes a three-year term but is on an as-needed basis. Services would only be utilized when an application is made to the City, and therefore funds would only be expended as needed to service applications received.

### **RESULTS:**

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Developing and Reviving Independence. This item helps achieve that vision by supporting a program to reinvigorate homes within the City that otherwise would likely not be repaired or supported.

### **FINANCIAL CONSIDERATION:**

The funds to support the \$350 fee for INRCOG for each application would come from the City's LMI TIF funds already set aside for this purpose.

### **RECOMMENDATION:**

Staff recommend a motion to approve and authorize the Mayor to sign the resolution that authorizes the City Manager to sign a Contract for Services with the Iowa Northland Regional Council of Governments for completion of an income verification process for the City of Independence.