

RESOLUTION NO. ____-2016

RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PARKER LUCAS & ASSOCIATES (DBA COMMUNITY DEVELOPMENT SERVICES) FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED BUSINESS LOAN SERVICES AND AUTHORIZING CITY MANAGER TO EXECUTE SAME (AMOUNT NOT TO EXCEED \$52,000; ACCOUNT NO. 315-4869-0631)

WHEREAS, the City of Fort Bragg wishes to be pro-active in the creation of economic development opportunities for the community; and

WHEREAS, each year the City is eligible to apply for Community Development Block Grant (CDBG) Over-the-Counter (OTC) business loan funding; and

WHEREAS, in addition, the City may periodically provide economic development assistance from available Program Income funds or other CDBG grant funding; and

WHEREAS, applications for OTC funding and other CDBG business loan processing and approvals require specialized knowledge, and City staff lacks capacity to properly administer such loans; and

WHEREAS, a Request for Proposals (RFP) for consultant services to prepare OTC applications and to provide other CDBG business loan program services was broadly released on June 23, 2016, and the only response was from Parker Lucas & Associates DBA Community Development Services (CDS); and

WHEREAS, CDS is a highly qualified CDBG economic development consulting firm that is one of six firms on the CDBG Business Assistance Underwriting Consultant List; and

WHEREAS, a City review team evaluated the proposals and determined that Community Development Services is specially trained, experienced, and competent to perform the special services required and recommended award of a contract to Parker Lucas & Associates DBA Community Development Services, and

WHEREAS, on September 6, 2016, the City was notified that the State Department of Housing and Community Development authorized a Non-Competitive Proposal/Sole Source Procurement for award of the contract to CDS; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. Securing services from Parker Lucas & Associates DBA Community Development Services (CDS) will ensure that the City is prepared to engage in economic development opportunities funded through the CDBG program.
2. A City review team reviewed the CDS proposal and found CDS to be specially trained, experienced, and competent to perform the required tasks.
3. Staff requested and received Sole Source Procurement approval from the State Department of Housing and Community Development on September 6, 2016.
4. There is sufficient General Administration funding available from open CDBG grants to pay for business loan development and loan servicing activities. If the City is awarded CDBG

business loan funds, additional Activity Delivery and General Administration funding will be available for specific loan activities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby approve a Professional Services Agreement with Parker Lucas & Associates (DBA Community Development Services) for Community Development Block Grant Funded Business Loan Services and Authorizes City Manager to Execute Same (Amount Not to Exceed \$52,000; Account No. 315-4869-0631).

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 26th day of September, 2016, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:**

**DAVE TURNER,
Mayor**

ATTEST:

**Brenda Jourdain
Acting City Clerk**