City of Grand Island

Tuesday, July 25, 2017
Council Session

Item G-8

#2017-201 - Approving Change Order No. 1 for CDBG Contract 2016-4 - Small Business Rental Assistance Program

Staff Contact: Charley Falmlen

Council Agenda Memo

From: Charley Falmlen, Community Development Division

Meeting: July 25, 2017

Subject: Approving Change Order No. 1 for CDBG Contract #2016- 4 – Small Business Rental Assistance Program

Presenter(s):   Charley Falmlen, Community Development

Background

The City Council awarded a contract, in the amount of $35,000, for the CDBG-funded Small Business Rental Assistance Program, to the Downtown Business Improvement District (BID) on December 13, 2016 via Resolution No. 2016-304. The contract was fully executed on December 15, 2016.

Any changes to the contract require council approval.

Discussion

The Community Development Division is proposing two changes to the contract with the Downtown BID. The first is an increase in the contract amount from $35,000 to $110,000, reflecting a $75,000 amendment to the 2016-2017 Annual Action Plan. The second proposed change is a time extension request, which reflects the additional time needed to award the proposed funding increase. The original completion date for the contract was June 15, 2018 and it is being extended to September 30, 2018.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1.   Move to approve Change Order #1 for CDBG Contract #2016-4 – Small Business Rental Assistance Program
2.   Refer the issue to a Committee
3.   Postpone the issue to future date
4.   Take no action on the issue

Recommendation

City Administration recommends that the Council approve Change Order No. 1 for CDBG Contract #2016- 4 – Small Business Rental Assistance Program.

Sample Motion

Move to approve Change Order No. 1 for CDBG Contract #2016- 4 – Small Business Rental Assistance Program.

CITY OF GRAND ISLAND

Change Order #1

PROJECT: Small Business Rental Assistance Program (2016-4)

CONTRACTOR: Downtown Business Improvement District

AMOUNT OF ORIGINAL CONTRACT: $35,000

CONTRACT START DATE: December 15, 2016

Revision #1 – Contract Extension date

Notice to Proceed Date --   January 6, 2017

Original Completion Date --   June 15, 2018

Revised Completion Date --   September 30, 2018

Revision #2 – Budget Amendment

The original contract amount reflects the original 2016-2017 CDBG allocation. The City has amended the 2016-2017 Annual Action Plan to move $75,000 from another program into the Small Business Rental Assistance Program.

Original Budget Amount --- $35,000

Revised Budget Amount -- $110,000

Contractor <u>Downtown Business Improvement District</u>

By_____   **Date**_____

Title_____

CITY OF GRAND ISLAND, NEBRASKA

By_____   **Date**_____
                     Mayor

Attest_____
                     City Clerk

R E S O L U T I O N   2017-201

WHEREAS, on December 13, 2017 by Resolution No. 2016-304, City Council awarded a contract, in the amount of $35,000, for the CDBG-funded Small Business Rental Assistance Program, to the Downtown Business Improvement District (BID); and

WHEREAS, Community Development Division staff has worked closely with the Downtown Business Improvement District and acknowledges the need for said contract changes; and

WHEREAS, there will be a budget change from $35,000 to $110,000, reflecting an increase of $75,000; and

WHEREAS, an extension from June 15, 2018 to September 30, 2018 is necessary in order to complete the project; and

WHEREAS, the Community Development Division supports said budget amendment and contract extension.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the Mayor be, and hereby is, authorized and directed to execute Change Order No. 1 for CDBG Contract #2016- 4 – Small Business Rental Assistance Program

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Adopted by the City Council of the City of Grand Island, Nebraska, July 25, 2017.

_____
Jeremy L. Jensen, Mayor

Attest:

_____
RaNae Edwards, City Clerk

Approved as to Form ¤ _____
July 21, 2017   ¤ City Attorney