City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

То:	Matthew Fertal	From:	Susan Emery
Dept:	City Manager	Dept:	Community Development
Subject:	CONSULTANT AGREEMENT FOR DUANE SOLOMON	Date:	February 12, 2008

<u>OBJECTIVE</u>

To request City Council approval of a consultant agreement between the City of Garden Grove and Duane Solomon, to assist the Community Development Department in the administration and compliance of ADDI, CDBG, ESG, and HOME programs.

BACKGROUND

Duane Solomon has previously worked as a City of Garden Grove employee in the Neighborhood Improvement Division until his retirement from the City. Since his retirement, Mr. Solomon has been a consultant for the Community Development Department for many years.

He is currently assisting Neighborhood Improvement staff in maintaining the HOME Match Log in tracking HOME match obligations and sources; preparing environmental review records for HOME and CDBG activities, as well as providing report tracking commitments and expenditures to ensure compliance with grant standards; and assisting with training of new Neighborhood Improvement staff.

DISCUSSION

Duane Solomon has demonstrated his qualifications by virtue of experience, training, and education. Staff is familiar with Mr. Solomon from his previous work with the City, as well as in other cities, and is very comfortable with his ability to deliver as promised.

Duane Solomon was chosen without the use of competitive bidding, due to the highly specialized nature of the assignment, his previous successful work for the City and his familiarity with the on-going projects. His knowledge of HUD (U.S. Department of Housing and Urban Development) and IDIS (Integrated Disbursement Information System) will enable Mr. Solomon to assist in the

management of on-going projects, monitoring agreements, and review of project files as specified.

FINANCIAL IMPACT

The cost of the proposed contract is for \$45,000. This is an eligible expense and funding is available in our HOME budget. There will be no impact to the general fund.

COMMUNITY VISION IMPLEMENTATION

Duane Solomon's expertise assists Community Development staff meet the goals of the Community Vision of improving the aesthetics of the community and eliminating blighting influence.

RECOMMENDATION

It is recommended that the City Council:

- Approve the attached agreement
- Authorize the City Manager and the City Clerk to execute on behalf of the City Council.

SUSAN EMERY Community Development Director

By: Monica L. Covarrubias Administrative Analyst

Attachment: Duane Solomon's Consultant Agreement