

EFM SUBMISSION: 2013 EFM 078

PRESENTED: 2-11-13

ADOPTED: 2-11-13

**Resolution to establish accounts for activity delivery expenditures in the amount of \$100,020.00  
using Neighborhood Stabilization Funds**

**BY THE EMERGENCY FINANCIAL MANAGER:**

NSP1 program regulations allows Participating Jurisdictions to budget administrative and activity delivery expenditures which are costs associated with the actual implementation of NSP1-funded projects, activities or services.

Since July 2011, staff within the Department of Community and Economic Development has been directly involved at the project level with NSP1 projects as the City and its developers implement restart strategies to ensure all funds are on schedule to be expended at the end of the grant deadline.

Examples of staff costs chargeable to activity delivery for payroll purposes include: evaluation and due diligence on properties being considered for purchase/inclusion in the local NSP1 program, preparation of purchase offers, negotiations with sellers of foreclosed/vacant property, and attending closings, preparation of rehabilitation/construction specifications for specific NSP1 assisted properties, issuance and review of bids, and negotiation of construction contracts, underwriting of specific development projects, inspections of ongoing construction activity and related oversight; and intake and screening of potential buyers, negotiating sales contracts, and preparing for and attending closing.

Additionally, various third-party costs associated with NSP1-funded projects can also be considered Activity Delivery Costs. These examples include appraisals, site-specific environmental review and testing and title search information.

**IT IS RESOLVED**, that the Emergency Financial Manager authorize appropriate City Officials to establish funding in the following accounts **297-747.101-702.000, 297-747.101-709.000, 297-747.101-719.100 and 297-747.101-719.200** for activity delivery expenditures in the amount of \$100,020.00 using Neighborhood Stabilization Funds to be moved from 297-747.100-700.100.

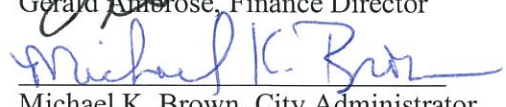
APPROVED AS TO FORM:

  
Peter M. Bade, City Attorney

APPROVED AS TO FINANCE:

  
Gerald Ambrose, Finance Director

EFM DISPOSITION:

  
Michael K. Brown, City Administrator

ENACT ☒

REFER TO COUNCIL ☐

FAIL ☐

  
Edward J. Kurtz, Emergency Financial Manager

DATED: 2-11-13

## RESOLUTION STAFF REVIEW FORM

**DATE:** December 27, 2012

**Agenda Item Title:**

Resolution to establish an account for activity delivery expenditures in the amount of \$100,020.00 using Neighborhood Stabilization Funds

**Prepared By:** Karen A. Morris, DCED Program Manager

**Author:** Tracy B. Atkinson, Chief DCED Officer

**Requestor:** Department of Community and Economic Development (DCED)

**Background/Summary of Proposed Action:**

NSP1 program regulations allows Participating Jurisdictions to budget administrative and activity delivery expenditures which are costs associated with the actual implementation of NSP1-funded projects, activities or services.

Since July 2011, staff within the Department of Community and Economic Development has been directly involved at the project level with NSP1 projects as the City and its developers implement restart strategies to ensure all funds are on schedule to be expended at the end of the grant deadline. A budget identified for this purpose has been determined to be \$100,020.

**Financial Implications:**

The establishment of these accounts will assist the City with meeting it financial obligations for the NSP1 program by March 19, 2013.

**Budgeted Expenditure:**

Yes X No    

**Please explain, if no:**

**New Account #:**

Reviewed and approved by C. Cheshier



297-747.101-702.000 \$40,000

297-747.101-709.000 \$10,000

297-747.101-719.100 \$30,000

297-747.101-719.200 \$20,020

**Pre-encumbered:**

Yes ✓ No    

**Requisition #**

1306145

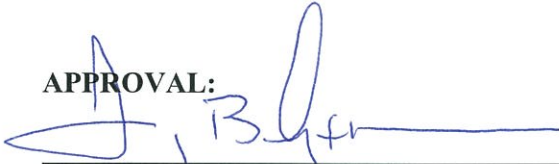
**Other Implications:**

There are no other known implications at this time.

**Staff Recommendation:**

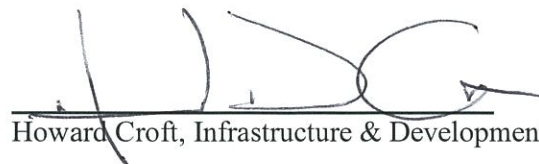
Staff recommends approval of this resolution.

**APPROVAL:**



Tracy B. Atkinson, Chief DCED Officer

David Solis, ED Director



Howard Croft, Infrastructure & Development Director