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**MEMORANDUM Planning and Development – Staff Memo No. RS07-11**

**DATE:** 10 April 2007

**TO:** MAYOR AND CITY COUNCIL

**THRU:** W. MARK PENTZ, CITY MANAGER  
DOUG BALLARD, PLANNING & DEVELOPMENT DIRECTOR  
JEFF KURTZ, ASST. PLANNING AND DEV. DIRECTOR

**FROM:** PAT TYRRELL, COMMUNITY DEV. COORDINATOR

**SUBJECT:** AWARD OF \$35,500.00 IN FY 06/07 CDBG FUNDS TO THE IMPROVING CHANDLER AREA NEIGHBORHOODS FOR THE RENOVATION OF THEIR FACILITY LOCATED AT 201 SOUTH WASHINGTON STREET

**RECOMMENDATION:** Staff recommends that Mayor and Council approve the use of \$35,500.00 in FY 06/07 CDBG funds for the purpose of improvements at the Improving Chandler Area Neighborhoods (ICAN) located at 201 South Washington Street.

**BACKGROUND AND DISCUSSION:**

In January of this year, Mayor and Council set aside app. \$220,240.00 in CDBG funds to be placed in a “flexible” pool to be used by local non-profit agencies to fix and/or upgrade their facilities. Staff met with local agencies and compiled a list of needs. Staff then worked with the agencies to prepare specifications and solicit bids from licensed contractors. Contractors were asked to bid each facility renovation, keeping in mind the varied schedules the agencies had and when construction work could take place (i.e. youth programs are generally at their busiest during Summer Break). Once bids were received, staff and the agencies reviewed and determined whether a single Contractor should be used or multiple Contractors. By dividing the work per project, the lowest total cost can be achieved.

The ICAN facility (201 South Washington Street) provides education and prevention programs for youth, primarily those living in the area of Downtown Chandler. ICAN’s facility is in need of roofing and interior ceiling repairs due to water damage. Additionally, the facility needs a remodeling of their kitchen area to provide lunch and snacks to kids participating in their programs.

Improvements to the facility will include:

- Remodel existing kitchen area
- Ceiling repair
- Install shelving in Library
- Re-roof South Building

Bid Amount: \$32,300.00

Total Award Recommended (contingency/A&E/Permits): \$35,500.00

Plans for the project have been approved and permits are ready to be issued to the Contractor selected.

**FINANCIAL IMPLICATIONS:** All costs associated with the Community Development Block Grant Program will be paid by the U.S. Department of Housing and Urban Development and do not require repayment on the part of the City of Chandler

**PROPOSED MOTION:** Move to award no more than \$35,500.00 in FY 06/07 CDBG funds to Improving Chandler Area Neighborhoods for facility renovation at its Chandler location and instruct staff to execute all documents necessary.