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**MEMORANDUM Planning and Development – Staff Memo No. RS07-12**

**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 \$9,500.00 IN FY 06/07 CDBG FUNDS TO THE SOUTH CHANDLER SELF HELP FOUNDATION FOR THE RENOVATION OF THEIR FACILITY LOCATED AT 472 SOUTH COLORADO STREET

**RECOMMENDATION:** Staff recommends that Mayor and Council approve the use of \$9,500.00 in FY 06/07 CDBG funds for the purpose of improvements at the South Chandler Self Help Foundation located at 472 South Colorado 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.

South Chandler Self Help Foundation provides education and prevention programs for all ages as after school education assistance, primarily in the Harris Park Neighborhood. South Chandler Self Help would benefit from some upgrades to their facility (a recent remodel was completed, however, due to funding, some items could not be included).

Improvements to the facility will include:

- New Shelving
- Security lighting in the parking area
- Expansion of their parking area entry way and added fencing

Bid Amount: \$ 8,606.00

Total Award Recommended (contingency/A&E/Permits): \$ 9,500.00

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 \$9,500.00 in FY 06/07 CDBG funds to South Chandler Self Help Foundation for facility renovation at its Chandler location and instruct staff to execute all documents necessary.