



## **CITY OF COMMERCE AGENDA REPORT**

**TO: HONORABLE CITY COUNCIL**

**Item No. \_\_\_\_\_**

**FROM: CITY MANAGER**

**SUBJECT: APPROVE PROPOSED MODIFICATIONS TO THE EXISTING  
HOME PRESERVATION GRANT PROGRAM AND  
NEIGHBORHOOD FIX-UP GRANT PROGRAM**

**MEETING DATE: SEPTEMBER 17, 2019**

---

### **RECOMMENDATION:**

Approve proposed modifications to the existing Home Preservation Grant Program and Neighborhood Fix-Up Grant Program focused on the improvement of the City's housing stock.

### **BACKGROUND:**

On October 3, 2017, City Council approved a Services Agreement between the City of Commerce and MDG Associates Inc. (MDG) to provide professional housing consulting services. The consultant's work over the last year and a half has included administering the City's two existing programs as well as, evaluating the operation and efficiency of the existing programs. Staff will provide Council with additional recommendations in the near future regarding the proposed restart of additional housing programs and appropriate staffing levels necessary to implement and administer such programs.

### **ANALYSIS:**

As directed, MDG conducted a review of the City's two (2) current operating housing programs; the Home Preservation Grant Program and the Neighborhood Fix-Up Grant Program. Based on the review of these two programs, inclusive of a review of the respective program guidelines and implementation procedures, program documentation inclusive of promotional materials, applications, contract agreements, and input from City staff; the tables in Attachment 1 were developed to summarize the results.

The attached tables reflect details regarding certain aspects of the program as currently implemented, proposed modifications, and anticipated benefits from incorporating proposed changes. In addition to a review of the program requirements, an assessment of current program utilization was also taken into account when proposing modifications. The standard, upon which the proposed changes were evaluated, requires that they meet at least one of the three (3) criteria; the proposed change must:

1. Expand and/or facilitate program participation rates
2. Expand the range of improvement options available to participants
3. Enhance the operational efficiency of the program

In some instances, the proposed changes entail the consolidation of contracting efforts to increase staff processing efficiencies while reducing participant wait times. Other proposed changes address potential minor modifications to the programs to provide expanded benefits to the participants and enhance participation rates.

#### **FISCAL IMPACT:**

Community Development Block Grant (CDBG) funds will continue to be used to fund the Home Preservation Grant Program and Measure AA funds will be used to fund the Neighborhood Fix-Up Grant Program. No additional capital costs are expected for the proposed program modifications.

#### **RELATIONSHIP TO STRATEGIC GOALS:**

The issue before the Council is consistent with the Community Quality of Life Guiding Principle 5 of the City's Strategic Action Plan: "Foster environmentally conscious initiatives and continue to identify and develop city codes that support a clean, well-maintained, sustainable community". An Action Item titled "Pursue quality of life initiatives through the operating budget and CIP plan" was also developed to provide a pathway for the vision of the Guiding Principal to be realized.

#### **ALTERNATIVES:**

1. Approve staff recommendation
2. Reject staff recommendation
3. Provide staff with further direction

#### **ATTACHMENT:**

1. Program Review

Prepared by: Esther Luis, Program Consultant, MDG Associates, Inc.

Approved by: Viviana Esparza, Senior Administrative Analyst

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Edgar P. Cisneros, City Manager