



PLANNING AND DEVELOPMENT DEPARTMENT

MEMORANDUM 17-18

DATE: March 27, 2017
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: James A. Hayes, AICP, City Manager 
Brook Svoboda, Director of Planning and Development 
SUBJECT: CR-33; CDBG Contract Amendment

Purpose

To approve a Contract Amendment and Change Order Approval for the 2016 Adams County CDBG funding.

Background

In December 2016, after receiving unanimous consensus from Urban County members (cities of Brighton, Federal Heights, Northglenn and the Town of Bennett), Adams County Community Development formally requested the US Department of Housing and Urban Development to move its Community Development Block Grant (CDBG) program year from March 1 thru February 28 to July 1 thru June 30. By moving the program year, it allowed more time during more seasonal months for projects to be completed. HUD accepted the formal request on December 15, 2016.

Due to the program year change, amendments to the 2016 CDBG agreements must be made. In addition, some of the activities have come across unforeseen delays and need additional time beyond the end of the new program year (June 30, 2017). The original agreement's term was March 1, 2016 to February 28, 2017 shall be extended to end on December 31, 2017.

Update

NA

Budget Implications

NA

Schedule/Time Implications

NA

Next Steps/City Council Options

1. Approve the Contract Amendment
2. Deny the Contract Amendment; or
3. Table the request for further consideration.

Staff Recommendation

Staff recommends approval.

Staff Reference

Brook Svoboda, Director of Planning and Development, bsvoboda@northglenn.org 303.450.8937

Attachments

Attachment 1 ACCD Contract Amendment and Change Order Approval

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-33
Series of 2017

Series of 2017

A RESOLUTION APPROVING A CONTRACT AMENDMENT BETWEEN THE CITY OF NORTHGLENN AND THE ADAMS COUNTY BOARD OF COUNTY COMMISSIONERS FOR PERFORMANCE OF A COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Contract Amendment between the City of Northglenn and the Adams County Board of County Commissioners for performance of a Community Development Block Grant Activity, attached hereto as **Exhibit 1**, to extend the project end date for the ADA Sidewalks and Ramps Project to December 31, 2017, is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED at Northglenn, Colorado, this ____ day of _____, 2017.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

Adams County Community Development

CONTRACT AMENDMENT AND CHANGE ORDER APPROVAL

2016 ADAMS COUNTY CDBG FUNDING

Section 1. General Information

Project Name			Date
ADA Sidewalks and Ramps, City of Northglenn			2/16/2017
Agency			
11701 Community Center Drive, PO Box 330061, Northglenn, CO 80233			
Contact	Phone	Email	Fax
Brook Svoboda	(303) 450-8937	bsvoboda@northglenn.org	
Project Manager	Phone	Email	Fax
Rachelle Plas	(720) 523-6859	rplas@northglenn.org	

Section 2. Affected Areas

Check all that apply.			
<input type="checkbox"/> Project Start Date	<input checked="" type="checkbox"/> Project End Date	<input type="checkbox"/> Contract Amount	<input type="checkbox"/> Project Costs
<input type="checkbox"/> Project Scope	<input type="checkbox"/> Technology	<input type="checkbox"/> Major Deliverables/ Outcomes	<input type="checkbox"/> Roles/Responsibilities
An approved Change Control Request MUST accompany this form. If there are changes in the contract amount or contract completion date, at a minimum, REVISE: <ul style="list-style-type: none"> • Project Plan • Project Schedule 			

Section 3. Change Summary

Currently Recorded Dates/Costs				Requested Revisions to Dates/Costs			
Start Date	End Date	Contract Amount (2016)	Project Cost	Start Date	End Date	Contract Amount (2016)	Project Cost
3/1/2016	2/28/2017	\$205,347	ADA Sidewalks and Ramps	3/1/2016	12/31/2017	\$205,347	ADA Sidewalks and Ramps

Section 4. Project Budget Transfer (If Applicable)

Pgm Yr	Project Name	ACT #	Increase	Decrease	Balance
TOTAL					

Section 5. Justification Summary

In December 2016, after receiving unanimous consensus from Urban County members (cities of Brighton, Federal Heights, Northglenn and the Town of Bennett), Adams County Community Development formally requested the US Department of Housing and Urban Development to move its Community Development Block Grant (CDBG) program year from March 1 thru February 28 to July 1 thru June 30. By moving the program year, it allowed more time during more seasonal months for projects to be completed. HUD accepted the formal request on December 15, 2016.

Due to the program year change, amendments to the 2016 CDBG agreements must be made. In addition, some of the activities have come across unforeseen delays and need additional time beyond the end of the new program year (June 30, 2017). The original agreement's term was March 1, 2016 to February 28, 2017 shall be extended to end on December 31, 2017.

ATTEST:

ADAMS COUNTY

BY:

BY:

ADAMS COUNTY, CO

CHAIR

DATE:

APPROVED AS TO FORM:

BY:

COUNTY ATTORNEY'S OFFICE

ATTEST:

CITY OF NORTHGLENN

BY:

BY:

DATE:

APPROVED AS TO FORM:

BY:

CITY ATTORNEY'S OFFICE