

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: July 15, 2013
	<p>Agenda Item No. M3</p> <p>Roll Call No. <u>13-1064</u></p> <p>Communication No. <u>13-350</u></p> <p>Submitted by: Douglas C. Romig, Housing Services Director</p>

AGENDA HEADING:

Receive and file issuance of operational analysis request for proposal for the Des Moines Municipal Housing Agency.

SYNOPSIS:

Receiving and filing of operational analysis requests for proposals to be issued by the City of Des Moines Procurement Division on behalf of the Des Moines Municipal Housing Agency.

FISCAL IMPACT:

Amount: \$40,000 estimate

Funding Source: Disposed Homes; SP350; HSG021500 (Proceeds from Sales); page 121

ADDITIONAL INFORMATION:

During the Des Moines Municipal Housing Agency’s workshop presentation regarding the impacts of Sequestration staff identified that the Agency would be seeking a consultant to evaluate the current operations of the Agency. The Requests for Proposals (RFP) has been created to hire a qualified professional consultant to evaluate the Agency’s current organizational structure, workflow, and review current policies to aid in creating a more sustainable operation by recommending appropriate job responsibilities to better meet HUD regulations. Additionally, the consultant shall evaluate the Agency’s policies to differentiate between what is required by HUD and what the Agency has self-imposed over time in an effort to gain efficiencies in day-to-day operations.

With the implementation of the FY14 operating budget all staffing reductions have taken effect. Additionally, the Agency has had three (3) Section 8 related employees, which were not a part of the staffing reductions, leave for other positions (relocation, promotion, transfer). These include one (1) Case Manager; one (1) Senior Housing Case Manager, and the Assisted Housing Properties Administrator. At this time the Agency is holding these vacant positions open until we receive the recommendations from the consultant regarding our structure and work-flow. Related to the vacant Division Manager position, these responsibilities have been divided up between the Department Director and Assistant Director. Additionally, a temporary employee has been acquired through a temporary hiring firm to aid in processing our applications within the Section 8 program and one (1) Case Manager has received a temporary pay increase to assume some additional responsibilities in order to meet our day-to-day operational needs. Through these actions, additional savings will be obtained by keeping

these positions open aiding in reducing our projected deficit within the Section 8 Administrative budget. The RFP has been reviewed by the City's Legal Department and has been submitted to the City's Procurement Officer for issuance. Department staff has provided Purchasing with a list of viable vendors that can complete this work along with two (2) industry trade publications to seek qualified proposers. The anticipated due date for responses has been set for August 20, 2013. Staff anticipates bringing the consultant on in September, 2013 with a final report sometime in late October or early November. As a part of this RFP, presentations will be made to the Housing Services Board and the Municipal Housing Governing Board (City Council). Upon final acceptance of the recommendations, staff will prepare a timeline for implementation of said recommendations.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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