

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> September 23, 2013
	<b>Agenda Item No.</b> MHGB4 <b>Roll Call No.</b> <u>13-1451</u> <b>Communication No.</b> <u>13-472</u> <b>Submitted by:</b> Douglas C. Romig, Housing Services Director

**AGENDA HEADING:**

Approving operational analysis services agreement with Nan McKay & Associates, Inc.

**SYNOPSIS:**

Approval of operational analysis services agreement with Nan McKay & Associates, Inc., President Nan McKay, 1855 Gillespie Way, El Cajon, California, to provide consulting services to the Des Moines Municipal Housing Agency (DMMHA) regarding operations (procedures and policies) and organizational structure.

**FISCAL IMPACT:**

Amount: \$37,846.00

Funding Source: Disposed Homes; SP350 HSG021500; page 121

**ADDITIONAL INFORMATION:**

Over the past year, DMMHA has worked with the Housing Services Board, an Ad Hoc Committee, the Homeless Coordinating Council, and the Municipal Housing Governing Board in an effort to address the impacts of DMMHA’s declining federal appropriations. In addition to the reduction in administrative and program funding and in light of sequestration impacts, the U.S. Department of Housing and Urban Development (HUD) has not reduced the regulatory requirements for Public Housing Agencies.

On July 11, 2013, the City of Des Moines Procurement Officer issued Requests for Proposals (RFP), RFP V13-094 “Operational Analysis Services”, on behalf of the DMMHA. Seventeen (17) proposals were mailed and two (2) responses were received. The Review Committee scored Nan McKay with the highest point total based on the evaluation criteria established within the RFP and is recommending award of this RFP to their company.

Currently, DMMHA has three (3) vacant positions and has held these positions open until a consultant could be hired to assist DMMHA in analyzing the following:

- Complete an operational analysis in furtherance of a more effective organizational structure;
- Identification of optimal staffing requirements to accomplish DMMHA goals;
- Recommendations for opportunities to streamline procedures and processes for current and required functions; and

- Identification of best practices and performance measures that DMMHA may consider implementing.

Nan McKay & Associates, Inc. is one of leading consulting and training agencies for Public Housing Authorities. The DMMHA currently utilizes their Agency Plan templates, regulation updates and trainings to educate staff on HUD regulation changes.

This agreement will begin in mid-October with final recommendations from the consultant by the end of November, 2013. Staff anticipates making a formal presentation on the outcomes of the analysis at a December workshop.

Funding for this effort will come from DMMHA's disposition program (Proceeds from Sales). On February 7, 2013, the Special Application Center (SAC) office of HUD approved DMMHA's request to expend up to \$40,000.00 to hire a consultant to provide the above noted services.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S):**

Board: Housing Services Board

Date: September 18, 2013

Resolution Number: N/A

Action: Received and Filed Director's Report

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Consideration of Consultant's recommendations and implementation of same.

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