

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Charlene Gallina, Planning & Building Director  
**DATE:** March 3, 2009  
**SUBJECT:** First Amendment to the Professional Services Agreement with Calistoga Affordable Housing, Inc.

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**APPROVAL FOR FORWARDING:**

  
James C. McCann, City Manager

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1 **ISSUE:** Consider a Resolution authorizing the First Amendment to the Professional  
2 Services Agreement with Calistoga Affordable Housing, Inc. for housing related  
3 services.  
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5 **RECOMMENDATION:** Adopt Resolution.  
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7 **BACKGROUND:** On January 20, 2009, a proposal to amend the Professional Services  
8 Agreement with Calistoga Affordable Housing, Inc. (CAH) was presented to the City  
9 Council (see attached staff report and minute excerpt). After discussion, Council  
10 reached consensus to suspend the current agreement and directed staff and the City  
11 Attorney to revise the agreement and scope of work, to eliminate any real or reasonably  
12 perceived conflict of interest for subsequent Council consideration.  
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14 **DISCUSSION:** Attached for Council consideration is an amendment to CAH's original  
15 agreement in which CAH's scope of work has been completely revised to delete those  
16 services which might be more prone to conflict of interest concerns. (Refer to Scope of  
17 Work Tracked Changes). The services and products to be received from CAH, with  
18 respect to the Housing Element Update, will consist primarily of data collection, survey  
19 of housing stock and market conditions, and assessment of current housing programs.  
20 In addition, CAH will be assisting staff in the preparation of a draft housing conversion  
21 ordinance. With respect to general services, CAH has been requested to advise the  
22 Planning Director on new state and regional housing policies and programs, on  
23 development projects with respect to affordable housing issues, and on the preparation  
24 of the annual Housing Element reporting requirements.  
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26 Based upon these changes presented, staff and the City Attorney are confident that  
27 such services will not have the potential or reasonable appearance to cause a conflict of  
28 interest.

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30 **FISCAL IMPACT:** The continuing contractual relationship with Calistoga Housing  
31 Services will not exceed \$25,000 per year to be paid on a quarterly basis upon services  
32 rendered. These funds are budgeted in the adopted 2008-09 budget under the Low  
33 Income Housing Program funds.

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35 **ATTACHMENTS:**

- 36 1. Draft Resolution (with Draft First Amendment & Revised Scope of Services Shown in  
37 Tracked Changes)  
38 2. Original Professional Services Agreement  
39 3. Excerpt of Draft City Council Meeting Minutes – January 20, 2009  
40 4. City Council Staff Report of January 20, 2009