

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Community and Human Development
AGENDA DATE: June 8, 2010 EH
CONTACT PERSON NAME/ PHONE: William L. Lilly, Director 541-4241
Carmen Arrieta-Candelaria, CFO 541-4293
DISTRICT(S) AFFECTED: All

SUBJECT:

Approve a two-year contract extension of award No. 2008-084 for servicing the City of El Paso's Housing Program loans for Community and Human Development for an estimated annual amount of \$130,000 to AmeriNational Community Services, Inc. of Downey, CA. The annual amount includes loan servicing of approximately 1,390 loans, delinquent loan management services, national credit bureau reporting, insurance monitoring and new loan set-up.

It is also requested that the City Manager of the City of El Paso be authorized to sign any contracts or other documents to effectuate this extension. The initial contract was for thirty-six (36) months, with the City's option to extend the contract for two (2) additional years.

BACKGROUND / DISCUSSION:

The City has been working closely with AmeriNational Community Services during the initial 36-month contract period and has made significant improvements to its loan portfolio. The estimated revenue from the loan accounts is \$2,000,000 annually.

PRIOR COUNCIL ACTION:

On June 17, 2008, City Council approved an award to AmeriNational Community Services, Inc. for the initial 36-month contract to provide loan servicing for loans under the City's Community and Human Development Department's CDBG Revolving Loan and HOME Loan Programs.

AMOUNT AND SOURCE OF FUNDING:

HOME Program Income Fund: 71150039 – 502201 – 09914 – G710RLFHOME
CDBG Revolving Loan Fund: 71150039 – 502201 – 09937 – G710RLFAD11

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

PROJECT FORM

FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

Ex

DATE: May 26, 2010

TO: Municipal Clerk

FROM: Carmen Arrieta-Candelaria, Chief Financial Officer, ext. 4293
Pete Dunavant, Administrative Analyst, ext. 4195

PPS

Please place the following item on the CONSENT Agenda for the Council Meeting of Tuesday, June 8, 2010.

Item should read as follows:

Request that the Purchasing Manager of Financial Services, Purchasing Division, be authorized to exercise the City's option to extend current Contract 2008-084, Administration of the City of El Paso Housing Program for Community and Human Development, with AmeriNational Community Services, Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on June 17, 2008. Extended contract period will be from September 1, 2011 to August 31, 2013.

Department: Community and Human Development
Option: One [of One]
Estimated Amount: \$260,000 (Total for two (2) year extension)
Funds Source: HOME Program Income & CDBG Revolving Loan Funds
District (s): All

Municipal Clerk's Use

ITEM NO. _____

MOTION
JUNE 17, 2008

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2008-084 (Administration of City of El Paso Housing Loan Program for Community and Human Development) to Amerinational Community Services, Inc., for a total estimated award of \$429,000.

Department: Community and Human Development
Award to: Amerinational Community Services, Inc.
Downey, CA
Items: Phase I (a) (b) (d), II, IV and V
Option: To extend the term of the contract at the same unit price for an additional 2-year period if the option is exercised within 2 years from the date of award.
Annual Est. Amount: \$143,000
Account No.: 71150039 – 502201 – 09936 - CDBGRLFAD09
71150036 – 502201 – 09762 – G7109HM
Funding Source: CDBG Revolving Loan Fund
CDBG Home Entitlement Grants
Total Est. Award: \$429,000

This is a thirty-six month service type contract.

The Departments of Financial Services, Purchasing Division, and Community and Human Development recommend award to Amerinational Community Services, Inc. offering the best value bid.

Richarda Duffy Momsen, City Clerk