

**MEMORANDUM NO. 16-512**

DATE: November 16, 2015

TO: Mark Berman, City Attorney

VIA: Robin M. Bird, Development Services Director

FROM: Jennifer Gomez, AICP, Assistant Development Services Director

SUBJECT: Request for Resolution and First Amendment of Service Agreement

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On December 15<sup>th</sup> 2016, the City Commission approved Resolution #2016-82, authorizing proper City Officials to execute a contract between the City of Pompano Beach and Lambert Advisory, LC for the purpose of performing a housing study (“Study”) formally entitled: *Subsidized Housing Inventory and Market Rate Analysis to Assess the City’s Strategy for Meeting its Economic and Redevelopment Goals*.

The contract is set to expire on December 21<sup>st</sup> 2015 and is not renewable. It is necessary to enter into a contract extension in order to allow sufficient time to complete the public input process, which will be scheduled for January of 2017. Staff is therefore, requesting a six-month extension to complete the public outreach process and bring the Study back to the Commission.

Please prepare a First Amendment to the Lambert Advisory, LC in order to make the revised contract expiration date: June 21, 2017. Please also prepare the appropriate resolution to approve this Amendment.

Should you have any questions or comments, please contact me at extension 4640.

Note: Resolution #2016-82 and the Service Contract are enclosed. To save paper, I did not print Exhibit “B” (Insurance) and Exhibit “C” (Response to RFP E-43-15) of the Service Contract, though I will gladly print these for you at your request.