

COUNCIL ACTION FORM

SUBJECT: LUTHERAN SERVICES OF IOWA (LSI) CONTRACT REQUEST FOR 2012/13

BACKGROUND:

Last year when staff was finalizing the 2012/13 contracts for ASSET Agencies, LSI had not yet submitted its 2011/12 Audit due to the timing of its fiscal year. Since staff had not received the audit, LSI was not included in the list of 2012/13 contract approvals for Council. During the staff transition in the City Manager's Office, there was a lack of understanding that the 2012/13 LSI contract needed Council approval after the audit arrived.

LSI has recently requested reimbursement for Crisis Intervention and Crisis Childcare services from the City, which triggered the review of documents and revealed that the contract was never approved by the City Council. LSI has been notified that we do not currently have a contract approved for 2012/13 and that it will be requested on April 23, 2013. The contract for FY 2012/13 will allow LSI to submit requests to draw down funds for the entire period from July 1, 2012 to June 30, 2013.

It should be noted that the 2012/13 Budget did allocate funds to LSI for \$2,825. This was reaffirmed in the adjusted budget estimates for the year end of 2012/13.

ALTERNATIVES:

1. Approve the ASSET contract with LSI for Crisis Intervention/Crisis Childcare services in the amount of \$2,825 for FY 2012/13.
2. Do not approve the ASSET contract for LSI for FY 2012/13.

MANAGER'S RECOMMENDED ACTION:

The City Council has allocated funding for the LSI contract as a part of its 2012/13 budgeting process. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the ASSET contract with LSI in the amount of \$2,825 for FY 2012/13.