

CITY OF LOS ANGELES  
CALIFORNIA

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MAYOR

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When making inquiries relative to  
this matter, please refer to the  
Council File No.

December 27, 2013

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council File No. 12-0049,  
at its meeting held December 18, 2013.

City Clerk  
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OFFICE OF THE  
**Mayor's Time Stamp**  
RECEIVED  
2013 DEC 19 AM 9:52  
CITY OF LOS ANGELES

**City Clerk's Time Stamp**  
CITY CLERK'S OFFICE  
2013 DEC 19 AM 9:41  
CITY CLERK  
BY: \_\_\_\_\_  
DEPUTY

**FORTHWITH**

SUBJECT TO THE MAYOR'S APPROVAL

COUNCIL FILE NO. 12-0049

COUNCIL DISTRICT \_\_\_\_\_

COUNCIL APPROVAL DATE DECEMBER 18, 2013

RE: HOUSING COMMITTEE REPORT RELATIVE TO AUTHORIZATION TO AMEND CONTRACTS AND TAKE OTHER ACTIONS RELATED TO THE MANAGEMENT OF HOUSING ASSETS TRANSFERRED FROM THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LOS ANGELES

LAST DAY FOR MAYOR TO ACT DEC 30 2013  
(10 Day Charter requirement as per Charter Section 341)

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**DO NOT WRITE BELOW THIS LINE - FOR MAYOR USE ONLY**

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APPROVED

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\*DISAPPROVED

\*Transmit objections in writing pursuant to Charter Section 341

DATE OF MAYOR APPROVAL OR DISAPPROVAL DEC 23 2013

  
MAYOR  
ACTING

RECEIVED  
CITY CLERK'S OFFICE  
2013 DEC 24 AM 11:20  
CITY CLERK  
DEPUTY

HOUSING COMMITTEE REPORT relative to authorization to amend contracts and take other actions related to the management of housing assets transferred from the former Community Redevelopment Agency of the City of Los Angeles (CRA/LA).

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. AUTHORIZE the General Manager, Los Angeles Housing and Community Investment Department (HCIDLA), or designee, to:

a. Execute the first contract amendment with the contractor identified below for Amortized Loan Servicing for a total of \$50,000 utilizing Fund No. 55J Low and Moderate Income Housing Fund, in conformance with the original terms adopted by the Mayor and City Council pursuant to Council file No. 12-0049, and subject to the review and approval of the City Attorney as to form and compliance with the City's contract requirements:

<u>Service Type</u>	<u>Contract No.</u>	<u>Contractor Name</u>	<u>Amount</u>
Amortized Loan Servicing	C-121127	AmeriNational Community Services, Inc.	\$50,000

b. Negotiate and execute a Professional Services Agreement (PSA) with PFA, Incorporated for an amount not to exceed \$115,000 to provide document and records management services for a term of one year, effective from the date of execution, with two one-year renewal options, in substantial conformance with the draft PSA attached to the City Administrative Officer (CAO) report dated December 11, 2013, attached to Council file 12-0049 (Attachment II), and subject to the following: funding availability; satisfactory Contractor performance; Department need; compliance with all applicable Federal, State and City regulatory requirements; approval of the City Attorney as to form; and, adherence with City contracting requirements.

2. AUTHORIZE the Controller to:

a. Increase/decrease and/or establish new accounts and appropriate within Fund No. 55J, Low and Moderate Income Housing Fund as follows:

<u>Account</u>	<u>Title</u>	<u>Amount</u>
43J143	Housing	(\$57,286.40)
43J299	Reimbursement of General Fund Costs	21,400.00
43J411	Unallocated	(25,000.00)
43J412	Service Delivery	425,000.00
43K140	General Services	157,783.00
43K443	HCIDLA Costs	0.00
43K444	GSD Property Management	317,217.00
43K008	Affordable Housing Trust	<u>2,507,556.27</u>
Total:		\$3,346,669.87

b. Appropriate \$157,783.00 within Fund No. 100/40 as follows:

<u>Account</u>	<u>Title</u>	<u>Amount</u>
001014	Construction Salaries	\$94,700.00
003180	Construction Materials	<u>63,083.00</u>
		Total: \$157,783.00

c. Establish a receivable in the amount of \$750,000 within Fund No. 240 and a payable in the amount of \$750,000 within Fund No. 55J Low and Moderate Income Housing Production Revolving Fund.

d. Expend funds within Fund No. 55J, Low and Moderate Income Housing Fund, from Accounts No. 43J412 (\$675,000) and No. 43K140 (General Services) upon proper demand of the General Manager, HCIDLA, or designee, as follows:

<u>Service Type</u>	<u>Contract No.</u>	<u>Contractor Name</u>	<u>Amount</u>
Occupancy Monitoring (See C.F. 13-1574)	New	New	\$200,000
Amortized Loan Servicing	C-121127	AmeriNational Community Services, Inc.	50,000
Computer Technical Services	C-120169	Rydek Computer Professionals	160,000
Document & Records Management Services	New	PFA, Incorporated	115,000
Auditing and Accounting Services	N/A	To be Determined	150,000
Property Security	N/A	Department of General Services	<u>\$157,783</u>
			Total: \$832,783

e. Expend funds within Fund No. 55J, Low and Moderate Income Housing Fund, Account No. 43K008, Affordable Housing Trust, upon proper demand of the General Manager, HCIDLA, or designee, as follows:

<u>Project Type</u>	<u>Loan No.</u>	<u>Project Name</u>	<u>Amount</u>
Affordable Housing Project; C.F. 10-1063	Original No.: 876124-001; HCIDLA No.: CRA876124-001	Coronel Apartments	\$1,024,499.81
Affordable Housing Project; C.F. 11-0356	Original No.: 876165-001; HCIDLA No.: CRA876165-001	Florence Mills Affordable Housing Project	<u>1,483,056.21</u>

Total: \$2,507,556.02

- f. Expend funds upon proper demand of the HCIDLA General Manager, or designee.
3. AUTHORIZE the General Manager, HCIDLA, or designee, to prepare Controller instructions and make any necessary technical adjustments consistent with the Mayor and City Council action on this matter, subject to the approval of the CAO, and AUTHORIZE the Controller to implement these instructions.

Fiscal Impact Statement: The CAO reports that there is a positive impact to the General Fund. Approval of the recommendations in this report would reimburse \$21,400 to the General Fund for related costs that were not reimbursed during 2012-13. In addition, the recommendations would authorize the HCIDLA to allocate and expend up to \$3,678,956 from Fund No. 55J Low and Moderate Income Housing Fund for contracts, services and loan payments. The recommendations in this report comply with City Financial Policies in that the full cost of the services provided is funded entirely by special funds designated for housing and monitoring of bond projects.

Community Impact Statement: None submitted.

## SUMMARY

At a regular meeting held on December 11, 2013, the Housing Committee considered an HCIDLA report dated October 4, 2013, and a CAO report dated December 11, 2013, relative to authorization for the HCIDLA to add funds to existing contracts and other actions necessary for the management of the former CRA/LA housing assets.

A representative of the CAO appeared before the Committee and provided a brief overview of this matter and reported that the HCIDLA is requesting authorization to amend and negotiate the following contracts related to the management of the housing assets transferred from the former CRA/LA: occupancy monitoring services for \$200,000 with Urban Futures, Inc.; loan servicing with AmeriNational Community Services, Inc. for \$50,000; and computer technical services with Rydek Computer Professionals. Additionally, the HCIDLA is also requesting authorization to: negotiate and execute a Professional Services Agreement with PFA for document and records management in the amount of \$115,000, hire the Department of General Services for interim property management services until a Request for Proposals (RFP) can be conducted, act as conduit to pay two affordable housing loans for former CRA/LA property, and reimburse the General Fund \$21,400 for prior year related costs.

Additionally, the CAO's representative advised the Committee that for the sake of expediency, the \$200,000 for the occupancy monitoring services contract with Urban Futures, Inc. could be approved under Council file (C.F.) No. 13-1574 (also before the Committee for consideration at this meeting), relative to the results of the Occupancy Monitoring Services Request for Proposals and authorization to negotiate and execute a contract with Urban Futures Bond Administration, Inc. for \$480,000 to provide occupancy monitoring services for the City's Affordable Housing portfolio. Under C.F. 13-1574, the Committee approved adding the \$200,000 to the \$480,000 occupancy monitoring contract amount for a total of \$680,000. A representative of the HCIDLA advised the Committee that the source of funds for the \$200,000 is Low and Moderate Income Housing Finance Fund earmarked for CRA/LA assets, and the \$480,000 from HOME funds, which will now enable the selected contractor to monitor the entire portfolio.

After providing an opportunity for public comment, the Committee recommended approval of the recommendations in the CAO report. This matter is now forwarded to Council for its consideration.

Respectfully Submitted,

HOUSING COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
CEDILLO:	YES
FUENTES:	YES
WESSON:	ABSENT
BUSCAINO:	ABSENT
PRICE:	YES

-NOT OFFICIAL UNTIL COUNCIL ACTS-

**ADOPTED**

DEC 18 2013

**LOS ANGELES CITY COUNCIL**

**PUBLIC HEARING CLOSED**

**TO THE MAYOR FORTHWITH**