

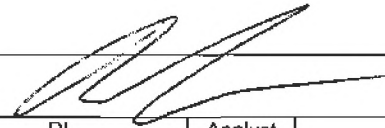
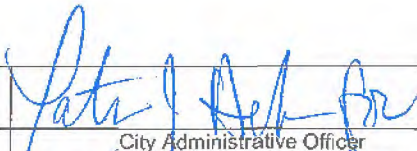
**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor The Council	Date: 08-25-15	C.D. No. All	CAO File No.: 0220-00540-1143				
Contracting Department/Bureau: Los Angeles Housing and Community Investment Department (HCID)		Contact: Susan Gosden - (213) 808-8503					
Reference: Transmittal from HCID dated June 9, 2015; Received by the City Administrative Officer on June 15, 2015							
Purpose of Contract: Provision of analysis services related to proposed federal, state and local legislation, regulations and policies which affect housing issues in the City							
Type of Contract: ( ) New contract ( ) Amendment (X) Supplemental Agreement		Contract Term Dates: Amendment Term: July 1, 2015 - December 31, 2015 Total Term: July 1, 2012 - December 31, 2015					
Contract/Amendment Amount: \$60,000							
Proposed amount \$60,000 + Prior award(s) \$315,000 = Total \$ 375,000							
Source of funds: Rent Stabilization Trust Fund (\$30,000) and Systematic Code Enforcement Trust Fund (\$30,000)							
Name of Contractor: Christine Minnehan and Associates							
Address: 1608 Fourth Avenue, Sacramento, CA 95818							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	X			a. Equal Employmt. Oppty./Affirm. Action	X		
2. Appropriated funds are available	X			b. Good Faith Effort Outreach**	X		
3. Charter Section 1022 findings completed	X			c. Equal Benefits Ordinance	X		
4. Proposals have been requested	X			d. Contractor Responsibility Ordinance	X		
5. Risk Management review completed	X			e. Slavery Disclosure Ordinance	X		
6. Standard Provisions for City Contracts included	X			f. Bidder Certification CEC Form 50	X		
7. Workforce that resides in the City: 0 %				*N/A = not applicable ** Contracts over \$100,000			

**COMMENTS**

The Housing and Community Investment Department (HCID) requests authority to execute a Supplemental Agreement to Professional Services Agreement (PSA) C-121428 with Christine Minnehan and Associates (Contractor) for the continued provision of consulting services associated with research and analysis of proposed legislation, regulations, and policies affecting local housing programs, as well as identification of new funding sources to be pursued by HCID. The proposed Supplemental Agreement will add \$60,000 to the PSA which increases total compensation from \$315,000 to \$375,000 and extends the term for six months retroactive to July 1, 2015, through December 31, 2015. The supplemental agreement will be funded by the Rent Stabilization (\$30,000) and Systematic Code Enforcement (\$30,000) Trust Funds.

In November 2012, the Council and Mayor approved a list of contractors for Housing Studies and Services (C.F. 12-1470) and authorized HCID to execute a contract with Christine Minnehan and Associates in the amount of \$95,000 for a term of one year from July 1, 2012 through June 30, 2013.

		
DL	Analyst	Assistant CAO
		City Administrative Officer

The contract's history is summarized as follows:

	<b>Approval Date</b>	<b>Additional Funding</b>	<b>Total Compensation</b>	<b>Contract Term/Extensions</b>
Original Contract	November 2012	N/A	Initial compensation: \$95,000	One-year initial term; July 1, 2012 to June 30, 2013
1 <sup>st</sup> Amendment	March 2013	Added \$30,000	New total: \$125,000	No extension
2 <sup>nd</sup> Amendment	August 2013	Added \$95,000	New total: \$220,000	One-year extension; July 1, 2013 to June 30, 2014
3 <sup>rd</sup> Amendment	May 2014	Added \$95,000	New total: \$315,000	One-year extension; July 1, 2014 to June 30, 2015
Proposed Supplemental Agreement		Would Add \$60,000	New total: \$375,000	Six-month extension; July 1, 2015 to December 31, 2015

In accordance with the scope of work included within the PSA, the Contractor will continue to assist HCID with the assessment of the impact of state and federal regulations on the City's housing policy and programs to identify impacts of proposed legislation, regulation, and policy on City residents and operations. The Contractor will continue to analyze proposed legislation, regulation, and draft Notices of Funding Availability (NOFAs) related to various federal, state and local housing programs and issues, including housing, finance, rent stabilization, landlord and tenant issues, code enforcement receivership, and predatory lending, to determine the cumulative effect of proposed and existing housing regulations. The specialized services provided by the Contractor directly support policy analysis work that is conducted by HCID staff.

All work performed by the Contractor must be pre-approved by HCID. There is no guarantee that the City will request any minimum amount of services during the term of the proposed Agreement. Compensation is based on monthly reimbursements for costs actually incurred and documented.

The HCID has stated that it will issue a Request for Qualifications (RFQ) and a Request for Proposals (RFP) for a new legislative consulting services contract to begin in January of 2016. The HCID will issue the RFQ to establish a new list of qualified contractors and upon approval of the list by the Mayor and Council, HCID will issue an RFP to the contractors approved under the RFQ.

Pursuant to Charter Section 1022, this Office determined that the required housing legislative and regulation consulting services could be performed more feasibly by a contractor than by City employees due to the intermittent and on-call nature of the work, the specialized knowledge required, and staffing availability. In accordance with Los Angeles Administrative Code Section 10.5(a), Council approval of the Supplemental Agreement is required because the term of the contract will exceed three years. The HCID states the Contractor has complied with all required City contracting policies and procedures. The recommendations of this report comply with City Financial Policies in that budgeted Rent Stabilization and Code Enforcement Trust Funds will fully fund the proposed Supplemental Agreement.

**RECOMMENDATIONS**

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to execute a Supplemental Agreement to Professional Services Agreement (PSA) C-121428 with Christine Minnehan and Associates to increase total compensation by \$60,000, from \$315,000 to \$375,000, and to increase the term of the contract by six months retroactive to July 1, 2015 through December 31, 2015, for the continued provision of consulting services including research and analysis of proposed legislation, regulations, and policies which affect local housing programs, in substantial conformance with the draft Amendment attached to the HCID transmittal dated June 9, 2015, and subject to the approval of the City Attorney as to form and the Department of Public Works, Bureau of Contract Administration, as to adherence with City contracting requirements;

2. Authorize the Controller to:

- a. Allocate and expend funds in the amount of \$30,000 upon proper written demand of the General Manager of HCID, or designee, on an as-needed basis from Fund No. 41M, Systematic Code Enforcement Trust Fund, Department 43 for Contract No. C-121428 as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
43L412	Service Delivery	\$30,000

- b. Allocate and expend funds in the amount of \$30,000 upon proper written demand of the General Manager of HCID, or designee, on an as-needed basis from Fund No. 440, Rent Stabilization Trust Fund, Department 43 for Contract No. C-121428 as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
43L412	Service Delivery	\$30,000

3. Authorize the General Manager of HCID, or designee, to prepare Controller's instructions and make any technical adjustment consistent with the Mayor and Council action for PSA C-121428, subject to the approval of the City Administrative Officer, and instruct the Controller to implement these instructions.

**FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The recommendations of this report are in compliance with City Financial Policies in that the full cost of these services will be paid from fees from the Rent Stabilization and Systematic Code Enforcement Trust Funds.