

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 28, 2015

CAO File No. 0220-00540-1122

Council File No. 15-0024

Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Housing and Community Investment Department Transmittal dated December 23, 2014; Received by the City Administrative Officer on January 21, 2015

Subject: **REQUEST TO EXECUTE A COOPERATION AGREEMENT WITH THE COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES FOR A REGIONAL AFFORDABLE HOUSING LISTING SERVICE**

SUMMARY

The General Manager of the Housing and Community Investment Department (HCID), in its transmittal dated December 23, 2014, requests authorization to execute a Cooperation Agreement (Agreement) with the Community Development Commission of the County of Los Angeles (County), in an amount not to exceed \$37,455. The Agreement term will be for one year from January 1, 2015 through December 31, 2015, with two one-year renewal options. The Agreement will provide a service where HCID may post available affordable housing developments. The listing service, which includes online and toll-free call center support, will provide individuals, families, and housing caseworkers with free listing services of residential rental properties in the Los Angeles County region. The \$37,455, which will be paid from HCID's Housing Production Revolving Fund No. 240, represents a partial match to the \$2.3 million commitment made by the County for this regional data sharing effort. The proposed Agreement is attached to the HCID transmittal. The CAO concurs with the request from HCID.

BACKGROUND

On December 19, 2006, the Los Angeles County Board of Supervisors approved a joint recommendation submitted by the Los Angeles County Executive Office (CEO) and the Community Development Commission of the County of Los Angeles, which delegated authority to the CEO to execute an agreement with SocialServe.com to create a website called the Los Angeles County Housing Resource Center (LAC-HRC). The website, which is available at www.housing.lacounty.gov, was launched in June 2007. The listing information includes data on landlords who accept tenants with Section 8 Housing Choice Vouchers and Veterans Affairs Supportive Housing (VASH) Vouchers. The website also has additional information on special needs rental units to assist departments throughout the County and approved agencies with housing placement. The County authorized the execution of Cooperation Agreements with other cities and agencies to utilize SocialServe.com to develop partner websites that were linked to the LAC-HRC database. The LAC-HRC has proven to be very successful, and there are currently

more than 11,300 landlords registered and more than 2,100 units currently available or with an open waiting list.

Compensation for the first year of the contract will be \$37,455, which includes one-time set-up costs, web and marketing design, inventory set-up, website launch and administrative costs. The second year is estimated to cost \$85,140. The third and final year of the contract is estimated to cost \$79,475. Compensation amounts are outlined in Exhibit A of the Agreement. Funding for future amendments to the Agreement will be identified as part of the request to extend the term of the Agreement.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor, take the following actions:

1. Authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to negotiate and execute a Cooperation Agreement with the Community Development Commission of the County of Los Angeles and Non-Profit Industries (DBA SocialServe.com) in an amount not to exceed \$37,455 for the period of January 1, 2015 through December 31, 2015, with two one-year renewal options, in substantial conformance with the draft Cooperation Agreement attached to the HCID transmittal dated December 23, 2014, subject to the following: 1) satisfactory contractor compliance; 2) availability of funding; 3) compliance with all applicable City contracting requirements; and 4) approval by the City Attorney as to form;
2. Authorize the HCID General Manager, or designee, to prepare controller instructions and any technical adjustments consistent with Mayor and Council actions, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.
3. Approve the use of up to \$37,455 in HCID's Housing Production Revolving Fund No. 240 for the proposed agreement;
4. Authorize the Controller to:
 - a. Establish a new account, 43L701 Housing Listing Service, and appropriate \$37,455 within the Housing Production Revolving Fund No. 240; and,
 - b. Expend funds upon proper demand of the General Manager of HCID, or designee.

FISCAL IMPACT STATEMENT

There will be no impact on the General Fund. The proposed Cooperation Agreement will be paid for by the Housing Production Revolving Fund No. 240. The recommendations in this report are in compliance with the City's Financial Policies in that the costs for the Cooperation Agreement will be paid by special funds.