

REPORT FROM

**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

---

Date: February 9, 2018

CAO File No. 0220-00540-1266  
Council File No. 15-0024  
Council District: Citywide

To: The Mayor  
The Council

From:  Richard H. Llewellyn, Jr., Interim City Administrative Officer

Reference: Housing and Community Investment Department transmittal dated January 3, 2018; Received by the City Administrative Officer on January 29, 2018

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

---

**RECOMMENDATIONS**

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

1. Authorize the General Manager of the Los Angeles Housing and Community Investment Department (HCID), or designee, to:
  - a. Negotiate and execute a Second Amendment to a Contract (C-125926) with the Community Development Commission of the County of Los Angeles and Emphasys Computer Solutions, Inc. (Emphasys) to increase compensation by \$106,075 for Year 3 funds, for a total amount of \$273,420, for a retroactive period of performance for 12 months from July 14, 2017 through July 13, 2018, in substantial conformance with the draft Amendment, and subject to the following: 1) funding availability; 2) satisfactory contractor performance; 3) HCID work requirements; 4) compliance with all City contracting requirements; and 5) approval by the City Attorney as to form;
  - b. Prepare Controller's instructions for any necessary technical adjustments consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement these instructions; and,

2. Authorize the Controller to:

a. Decrease appropriations in funds and accounts as follows:

Fund	Acct	Title	Amount
561	43P299	Reimbursements to the General Fund	\$8,158.00
55J	43P299	Reimbursements to the General Fund	17,768.00
815	43P299	Reimbursements to the General Fund	9,564.00
		<b>Total</b>	<b>\$35,490.00</b>

b. Increase appropriations in funds and accounts as follows:

Fund	Acct	Title	Amount
561	43P143	Housing and Community Investment	\$8,158.00
55J	43P143	Housing and Community Investment	17,768.00
815	43P143	Housing and Community Investment	9,564.00
		<b>Total</b>	<b>\$35,490.00</b>

c. Increase appropriations in the amount of \$35,490.00 within Fund No. 100/43, Account No. 3040 Contractual Services.

d. Transfer appropriations within Fund 100/43 as follows:

	Acct	Title	Amount
From:	001010	Salaries, General	\$70,585.00
To:	003040	Contractual Services	\$70,585.00

**SUMMARY**

The Housing and Community Investment Department (HCID) requests authority to execute a proposed Second Amendment (Amendment) to the Cooperation Agreement (C-125926) with the Community Development Commission of the County of Los Angeles (County) and Emphasys Computer Solutions, Inc. (Emphasys) for the continued provision of an affordable housing listing service where HCID developments are posted for the public, and which includes online and toll-free call center support. The Cooperation Agreement term is for three years from July 14, 2015 through July 13, 2018. The proposed Amendment would allow the City to increase compensation by \$106,075 for a retroactive period of performance for 12 months from July 14, 2017 through July 13, 2018, and a revised total compensation of \$273,420. The \$106,075, which will be paid from the HCID's HOME Investment Partnerships Program Fund No. 561, the Low and Moderate Income Housing Fund No. 55J, and the Municipal Housing Finance Fund No. 815, represents a partial match to the \$3.2 million commitment made by the County for this regional data sharing effort.

This Office concurs with HCID's request, as amended. Please note that the Controller instructions in this report have been amended to reflect the appropriate account name.

## **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The proposed Second Amendment to a Cooperation Agreement (C-125926) with the County and Emphasys will be paid for by the HOME Investment Partnerships Program Fund No. 561, the Low and Moderate Income Housing Fund No. 55J, and the Municipal Housing Finance Fund No. 815. 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.

*RHL:ICS:02180071C*