

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: December 4, 2018

CAO File No. 0220-00540-1318

Council File No. 15-0024

Council District: Citywide

To: The Mayor
The Council

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

Reference: Housing and Community Investment Department transmittal dated November 6, 2018; Received by the City Administrative Officer on November 20, 2018; Additional Information Received through December 3, 2018

Subject: **REQUEST FOR AUTHORITY TO EXECUTE A THIRD AMENDMENT TO A COOPERATION AGREEMENT WITH THE COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES TO INCREASE THE TOTAL CONTRACT COMPENSATION BY \$94,449 AND EXTEND THE CONTRACT TERM TO JUNE 30, 2019**

RECOMMENDATIONS

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

1. Authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to:
 - a. Negotiate and execute a Third Amendment to Contract No. C-125926 with the Community Development Commission of the County of Los Angeles and Emphasys Computer Solutions, Inc. (Emphasys) for the continued provision of an affordable housing listing service, to increase compensation by \$94,449 for Year 4, for a revised total of \$367,869, for a retroactive term of approximately 12 months from July 14, 2018 through June 30, 2019, in substantial conformance with the draft Amendment attached to the HCID transmittal dated November 6, 2018, subject to the review and approval of the City Attorney as to form and compliance with the City's contracting requirements; and,
 - b. Prepare Controller's instructions and make any necessary technical adjustments consistent with the Council and Mayor actions on this matter, subject to the approval of the City Administrative Officer; and,

2. Authorize the Controller to:

- a. Transfer appropriations within Fund 100/43, the source of funds for which is the HOME Investment Partnerships Program Fund No. 561 (\$23,890) and the Municipal Housing Finance Fund No. 815 (\$12,778.24), as follows:

	Acct	Title	Amount
From:	001010	Salaries, General	\$36,668.24
To:	003040	Contractual Services	\$36,668.24

- b. Transfer appropriations as follows:

i. From:

Fund	Acct	Title	Amount
561	43R299	Reimbursements of General Fund Costs	\$16,723.00
815	43R299	Reimbursements of General Fund Costs	\$8,944.76
		Total	\$25,667.76

To:

Fund	Acct	Title	Amount
561	43R143	Reimbursements of General Fund Costs	\$16,723.00
815	43R143	Reimbursements of General Fund Costs	\$8,944.76
		Total	\$25,667.76

- ii. Increase appropriations in the amount of \$25,667.76 in Fund 100/43, Account No. 003040 Contractual Services; and,
- c. Increase appropriations within the Low and Moderate Income Housing Fund No. 55J/43, Housing and Community Investment Department (HCID) No. 43, and the General Fund as follows:
- i. Increase appropriations in the amount of \$32,113 within Fund No. 55J/43, Account No. 43R143 from the available cash balance of Fund No. 55J/43; and
 - ii. Increase appropriations in the amount of \$32,113 in Fund No. 100/43, Account No. 003040, Contractual Services.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a proposed Third 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 City entered into this Cooperation Agreement with the County and

Emphasys after the County entered into a master agreement with Emphasys. The Cooperation Agreement term is for four years from July 14, 2015 through June 30, 2019. The First Amendment extended the contract term from July 14, 2015 through July 13, 2017 and increased total compensation by \$129,890 for a total amount of \$167,345. The Second Amendment extended the contract term from July 14, 2017 through July 13, 2018 and increased total compensation by \$106,075 for a total amount of \$273,420. The proposed Amendment would allow the City to increase compensation by \$94,449 for a retroactive term of approximately 12 months from July 14, 2018 to June 30, 2019, and a revised total compensation of \$367,869.

The \$94,449, which will be paid from the HOME Investment Partnerships Program Fund No. 561, the Municipal Housing Finance Fund No. 815, and the Low and Moderate Income Housing Fund No. 55J, 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 clarify the source of funding of various transfers.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The proposed Third Amendment to a Cooperation Agreement (C-125926) with the Community Development Commission of the County of Los Angeles and Emphasys Computer Solutions, Inc. will be paid for by the HOME Investment Partnerships Program Fund No. 561, the Municipal Housing Finance Fund No. 815, and the Low and Moderate Income Housing Fund No. 55J. 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:MAM:02190064c