


REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 13, 2017

CAO File No. 0220-00540-1219
Council File No. 16-0729
Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer 

Reference: Housing and Community Investment Department transmittal dated December 7, 2016; Received by the City Administrative Officer December 13, 2016

Subject: **RESULTS OF THE OCCUPANCY MONITORING SERVICES REQUEST FOR PROPOSALS PROCESS AND REQUEST FOR AUTHORITY TO CONTRACT**

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 :
 - a. Negotiate and execute a contract with Urban Futures Bond Administration, Inc. for the provision of affordable housing occupancy monitoring services for an amount not to exceed \$950,000 and a one year term retroactive to January 1, 2017 through December 31, 2017, with two 12-month extension options, in substantial conformance with the draft contract attached to the HCID transmittal dated December 7, 2016, subject to the approval of the City Attorney as to form and legality, and compliance with the City's contracting requirements;
 - b. Prepare Controller instructions and make any necessary technical adjustments consistent with the Mayor and Council action in this matter, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions;
2. Authorize the Controller to:
 - a. Establish a new account Occupancy Monitoring Account No. 43N243 within the Low and Moderate Income Housing Fund (LMIHF) No. 55J/43 and appropriate \$430,000 from the available cash balance of the LMIHF; and,

- b. Expend funds in an aggregate amount not to exceed \$950,000 on an as-needed basis, in amounts not to exceed those listed for each account, derived from the following accounts: HOME Investment Partnerships Program Fund No. 561/43, Account No. 43N243 (\$180,000); Municipal Housing Finance Fund No. 815/43, Account No. 43N243 (\$340,000); and, LMIHF Fund No. 55J/43, Account No. 43N243 (\$430,000), upon proper written demand of the General Manager, HCID, or designee.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to negotiate and execute a contract with Urban Futures Bond Administration, Inc. (UFBA) for the provision of affordable housing occupancy monitoring services, for an amount not to exceed \$950,000 and a one year term retroactive to January 1, 2017 through December 31, 2017 with two 12-month extension options. The proposed contract would be financed by the HOME Investment Partnerships Program Fund (HOME), Municipal Housing Finance Fund (MHFF), and the Low and Moderate Income Housing Fund (LMIHF). On August 29, 2016, HCID released a Request for Proposals (RFP) for affordable housing occupancy monitoring services. The HCID received three responses to the RFP and has proposed that the highest scoring applicant, UFBA, be awarded the contract. There is no impact to the General Fund. This Office concurs with the recommendations of the Department with the exception of Recommendation 1a. This Office recommends a three year contract rather than the five year contract requested by the HCID transmittal based on guidance provided to this Office by the City Attorney as to the term of the contract.

This Office completed a Charter Section 1022 determination on July 26, 2016, and found that the requested affordable housing occupancy monitoring services could be performed more feasibly by contractors than by City employees because the work exceeds staffing availability resources and the highly specialized knowledge and expertise relative to housing regulations required to perform the work.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations in this report comply with City Financial Policies in that the recommended contract will be supported by HOME Investment Partnerships Program Fund, Municipal Housing Finance Fund, and the Low and Moderate Income Housing Fund.

MAS:NSC:2170097C