

HOUSING COMMITTEE REPORT relative to a Housing and Community Investment Department (HCIDLA) contract with Urban Futures Bond Administration, Inc., for affordable housing occupancy monitoring services.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. AUTHORIZE the General Manager, HCIDLA, 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 HCIDLA report to the Mayor dated December 7, 2016, subject to the approval of the City Attorney as to form and legality, and in compliance with City contracting requirements.
- b. Prepare Controller instructions and make any necessary technical adjustments consistent with this action, subject to the approval of the City Administrative Officer (CAO); and, AUTHORIZE the Controller to implement the 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.
 - 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, HCIDLA, or designee.
3. INSTRUCT the HCIDLA, in consultation with the Chief Legislative Analyst, to review and assess its Request for Proposals (RFP) procurement process and outreach to local small businesses, feasibility of more than one vendor given size of City's portfolio; and, to report in 90 days on the results and recommendations to improve the competitiveness of the City's RFP process and the responsiveness from local entities to the Department's RFPs.

Fiscal Impact Statement: The CAO reports that this action will not impact the General Fund. The above recommendations 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 LMIHF.

Community Impact Statement: None submitted.

SUMMARY


In a report to the Mayor and Council dated January 13, 2017, the CAO states that HCIDLA requests authority to negotiate and execute a contract with Urban Futures Bond Administration, Inc., for the provision of affordable housing occupancy monitoring services. The CAO recommends approving HCIDLA's request as amended to reduce the contract term from five to three years.

At its meeting held January 18, 2017, the Housing Committee discussed this matter with representatives of HCIDLA, the CAO, and Urban Futures. Urban Futures has providing monitoring services since 1972, and according to the company's representative, it is the best in California. It offers services in Spanish and Farsi. Urban Futures is headquartered in Orange County.

The Committee Chair discussed the economic benefit of hiring local contractors and outreach to local firms. The Committee recommended that Council approve the CAO's recommendations for the proposed contract as amended to direct HCIDLA to report with recommendations for improving the Department's RFP and outreach processes to enhance opportunities for local firms.

Respectfully Submitted,

HOUSING COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
CEDILLO:	YES 
KORETZ:	ABSENT
HUIZAR:	YES
PRICE:	YES
HARRIS-DAWSON:	YES

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-NOT OFFICIAL UNTIL COUNCIL ACTS-