

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: December 24, 2018

CAO File No. 0220-00540-1311

Council File No. 18-0106, 16-1115

Council District: Citywide

To: The Mayor
The Council

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

Reference: Housing and Community Investment Department transmittal dated October 23, 2018; Received by the City Administrative Officer on October 23, 2018; Additional Information Received Through December 7, 2018

Subject: **PROPOSED THIRD AMENDMENT TO THE CONTRACT WITH GOLD COAST APPRAISALS, INC. FOR APPRAISAL SERVICES**

RECOMMENDATIONS

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

Authorize the General Manager of the Housing and Community Investment (HCID), or designee, to:

- a. Execute a Third Amendment to Contract No. C-129825 with Gold Coast Appraisals, Inc. for the provision of appraisal services for multiple programs to increase compensation by \$99,051 for a revised total of \$204,051, subject to the review and approval of the City Attorney as to form, compliance with the City's contracting requirements, and Mayor and City Council approval of the Second Amendment to the contract; and,
- b. Prepare Controller instructions and make any necessary technical adjustments consistent with the Mayor's actions on this matter, subject to the approval of the City Administrative Officer.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a Third Amendment to Contract No. C-129825 with Gold Coast Appraisals, Inc. for the continued provision of appraisal services for multiple housing programs. The current contract will expire March 31, 2019. The first amendment increased the contract amount by \$70,000 and extended the contract term from April 1, 2017 to March 31, 2019. A second amendment to extend the contract term from March 31, 2019 to June 30, 2019 to align with the City's fiscal year, consistent with the intent of

approved by Mayor and Council. The proposed third amendment will increase compensation by \$99,051 for a revised total of \$204,051. The amendment is necessary to continue appraisal services for the remainder of the fiscal year. It should be noted that the proposed third amendment cannot be executed until there is Mayor and Council approval for the second amendment.

Gold Coast Contract Compensation Amounts and Terms		
	Contract Amount	Term Period
Original Contract	\$35,000	04/01/17 – 03/31/18
First Amendment	70,000	04/01/18 – 03/31/19
Second Amendment	-	04/01/19 – 06/30/19
Proposed Third Amendment	99,051	-
Total Amount	\$204,051	

Funding for this contract is derived from various sources, including HOME Investment Partnerships Program (No. 561) grant funds as outlined in the Consolidated Plan Program Year 44. According to the Administrative Code Section 14.8(a) Council approval is required for this proposed amendment and any additional proposed amendments as Council approved the original contract with grant funds.

Pursuant to Charter Section 1022, the Personnel Department determined that City employees do have the employee classifications with the necessary qualifications to perform the work. Additionally, this Office determined that it is more feasible to contract because the services required exceed staffing availability, are of limited duration, and additional staff cannot be deployed or trained in a timely manner.

FISCAL IMPACT STATEMENT

There is no additional impact to the General Fund. The recommendations in this report comply with the City's Financial Policies in that funds for the proposed contract amendment are available within the Department's budgeted funds.

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