

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: September 22, 2017

CAO File No. 0150-10898-0002

Council File No. 17-0212

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 August 15, 2017;
Received by the City Administrative Officer on August 21, 2017

Subject: **REQUEST FOR AUTHORIZATION TO EXECUTE A CONTRACT WITH CHARLES AND CYNTHIA EBERLY, INC., DBA THE EBERLY COMPANY, SELECTED THROUGH A REQUEST FOR PROPOSALS FOR LANDLORD OUTREACH SERVICES FOR THE RENT ESCROW ACCOUNT PROGRAM (REAP) AND UTILITY MAINTENANCE PROGRAM (UMP)**

RECOMMENDATIONS

1. That the Council, subject to the approval of the Mayor, authorize the General Manager, Housing and Community Investment Department (HCID), or designee to:
 - a. Execute a contract with Charles and Cynthia Eberly Inc., dba The Eberly Company to provide landlord outreach and education services for the Rent Escrow Account Program and the Utility Maintenance Program, for a one-year term to commence on or about November 1, 2017 with two one-year extension options and compensation in an amount not to exceed \$150,000, in conformance with the draft contract attached to the HCID transmittal dated August 15, 2017 and subject to the review and approval of the City Attorney as to form and compliance with City contracting requirements;
 - b. Prepare Controller instructions to make any necessary technical adjustments consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer and instruct the Controller to implement those instructions; and,
2. Authorize the Controller to expend funds in an amount not to exceed \$150,000 for the contract referenced in Recommendation 1. a. above upon proper written demand of the General Manager, HCID, or designee, as follows:

Fund	Account	Amount
Systematic Code Enforcement Trust Fund No. 41M/43	43P228	\$ 148,500
Rent Stabilization Trust Fund No. 440/43	43P228	1,500
TOTAL		\$ 150,000

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a contract with The Eberly Company selected as the result of a Request for Proposals process to provide landlord outreach and education services for the Rent Escrow Account Program (REAP) and the Utility Maintenance Program (UMP). The proposed contract would have a one year term to commence on or about November 1, 2017 with two one-year extension options and compensation of \$150,000. The proposed contract would be fully funded by the Systematic Code Enforcement Trust and the Rent Stabilization Trust funds and there is no impact to the General Fund. This Office concurs with the recommendations of the Department.

The Personnel Department conducted a Charter Section 1022 determination on November 22, 2016. It found that although the City does have employee classifications with the necessary qualifications to perform the work, due to its temporary nature in that services will be rendered on an as-needed basis, any staff hired for this project would have to be laid off at project completion. On February 17, 2017, this Office conducted a Charter Section 1022 determination for landlord outreach services for REAP and UMP and concurred with the Personnel Department that it would be more feasible to contract for the requested REAP and UMP landlord outreach services because the work exceeds staffing availability, is of an intermittent nature such that it would be unlikely that the City would be able to continue the employment of persons hired for to do this work, and specialized knowledge is required to perform the work.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations of this report comply with the City's Financial Policies in that the proposed contract would be fully supported by the Housing and Community Investment Department's Systematic Code Enforcement and Rent Stabilization trust funds.

RHL:NSC:02180029C