

0220-00540-1280

TRANSMITTAL

TO The City Attorney The Housing and Community Investment Department	DATE	COUNCIL FILE NO. 18-0584
FROM The Mayor	COUNCIL DISTRICT Citywide	

Request for Authority to Execute Proposed Contracts with A.L. Brown and Associates, Beth Rosen-Prinz, Robert Klepa, Rosenbaum Mediation, and The ADR Coach for Hearing Officer Services Related to Code Enforcement and Rent Stabilization Ordinance Programs

Approved and transmitted for further processing.
See the City Administrative Officer report attached.

MAYOR

RHL:MAM:2180150c

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: June 28, 2018

CAO File No. 0220-00540-1280

Council File No. 18-0584

Council District: Citywide

To: The Mayor
The Council

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



Reference: Housing and Community Investment Department Transmittal dated June 14, 2018;
Received by the City Administrative Officer on June 19, 2018

Subject: **REQUEST FOR AUTHORITY TO CONTRACT WITH A.L. BROWN AND ASSOCIATES, BETH ROSEN-PRINZ, ROBERT KLEPA, ROSENBAUM MEDIATION AND THE ADR COACH, SELECTED THROUGH A REQUEST FOR PROPOSAL (RFP) FOR HEARING OFFICER SERVICES FOR VARIOUS DEPARTMENT PROGRAMS, INCLUDING CODE ENFORCEMENT AND RENT STABILIZATION ORDINANCE PROGRAMS**

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. Execute Professional Services Agreements with A.L. Brown and Associates, Beth Rosen-Prinz, Robert Klepa, Rosenbaum Mediation, and The ADR Coach for Hearing Officer services for a one year term to commence on or about September 1, 2018, with an option to extend for two additional periods of up to one year each, for a total not to exceed three years, for the amounts listed in HCID's Recommendation I of their transmittal (Report) dated June 14, 2018, subject to the review and approval of the City Attorney and compliance with the City's contracting requirements;
 - b. Prepare Controller instructions and any necessary technical adjustments consistent with the Mayor and Council actions 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:
 - a. Appropriate \$74,000 from the cash balance of the Systematic Code Enforcement Trust Fund No. 41M/43 to the Hearing Officer Contract account within that fund;

and,

- b. Expend funds upon written demand of the HCID General Manager, or designee, on an as needed basis for a total compensation amount not to exceed \$250,000 from the 2018-19 account in the funds shown below:

Appropriation Account	Fund 440	Fund 41M
43*229 - Hearing Officer Contract	\$ 5,000	\$ 245,000

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute new Professional Services Agreements with A.L. Brown and Associates, Beth Rosen-Prinz, Robert Klepa, Rosenbaum Mediation, and The ADR Coach to provide Hearing Officer services for the code enforcement and rent stabilization ordinance programs. The proposed contracts would have a one year term to commence on or about September 1, 2018 through August 31, 2019, with two one-year renewal options, for a cumulative amount not to exceed \$250,000.

On February 26, 2018, HCID released a Request for Proposals (RFP) to solicit responses from interested firms and organizations to provide Hearing Officer services. Five proposals were received in response to the RFP. Additional information regarding the RFP process and results can be found in the HCID Report. This Office concurs with the recommendations of the Department, as amended, to include compliance with City's contracting requirements and identification of the funding account source for the additional appropriation.

Pursuant to Charter Section 1022, the Personnel Department determined that City employees have the expertise to perform the work. Additionally, this Office determined that it is more feasible to contract for Hearing Officer services because the services required exceed staffing ability, are of limited duration, and additional staff cannot be employed or trained in a timely manner.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that there is no additional cost to the City. The contracts total \$250,000, with 98 percent of the proposed budget (\$245,000) to be provided by the Code Enforcement Trust Fund and 2 percent (\$5,000) to be provided by the Rent Stabilization Trust Fund.

RHL:MAM:2180150c