



Office of the City Manager

CONSENT CALENDAR  
December 11, 2018

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Kelly Wallace, Interim Director, Health, Housing &amp; Community Services Department

Subject: Contract No. 9111E Amendment: City Data Services to add a Housing Trust Fund Monitoring and Inspection Module

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 9111E with City Data Services (CDS) for an online data management system through June 30, 2020 to add \$35,860 for ongoing monitoring and a new monitoring module, bringing the total contract amount to \$198,630, and execute any amendments with CDS for ongoing maintenance of the community agency online applications and reporting.

FISCAL IMPACTS OF RECOMMENDATION

The breakdown of costs and budget codes is shown below:

Program Area	Annual Cost	Budget Codes
Community Agency Maintenance Fees	\$13,260	Budget code 128-51-504-530-0000-000-444-613130– 60% Budget code 011-51-504-530-0000-000-444-613130– 40%
Housing Trust Fund (HTF) Maintenance Fees	\$5,100	Budget code 128-51-504-533-2032-000-444-613130
HTF Monitoring and Inspection module Set up - <b>One time set-up fee</b>	\$4,900	Budget code 128-51-504-530-0000-000-444-613130
HTF Monitoring and Inspection Maintenance Fee	\$2,400	Budget code 128-51-504-530-0000-000-444-613130
Mental Health Contracts Maintenance Fees	\$5,100	Budget code 315-51-503-525-2020-000-451-612990– 50% Budget code 315-51-503-525-2016-000-451-612990– 50%
SSB Maintenance Fee	\$5,100	Budget code 011-51-506-555-0000-000-451-612990
<b>Total</b>	<b>\$35,860</b>	

An amended contract no. has been entered into the Citywide contract database and assigned CMS No. YLIEB.

#### CURRENT SITUATION AND ITS EFFECTS

HHCS has been using City Data Services, an online application and reporting system for administering community agency contracts, since June 2010. City staff recommend adding a monitoring and inspection module for the City's Housing Trust Fund (HTF) program. Staff have used CDS for online annual reporting by owners and property managers of HTF and Below Market Rate (BMR) housing for several years. The new module will allow the City to track on-site monitoring visits and inspections of properties in the HTF portfolio, follow up with owners and property managers on corrections needed, communicate with owners and property managers, and generate related reports.

#### BACKGROUND

The City entered into a contract with City Data Services in 2010, and extended the initial contract for an additional year in June of 2011. Council approved a new contract (No. 9111) with CDS for a two-year period (June 2012 – June 2014), with the option to extend the contract for an additional two years (June 2014 – June 2016). In June 2016, Council approved the continued use of CDS through June 30, 2017. A sole-source contract for the additional period was approved. In June 2018, the City authorized amending the contract to \$134,219 by adding the annual service fee of \$28,560 to the existing contract, and gave authorization to the City Manager to extend the contract for an additional three years with the annual service fee of \$28,560. The CDS system enables applicants for City funds to submit applications online. It also allows reviewers of these applications to view and evaluate applications through a web-based portal.

#### ENVIRONMENTAL SUSTAINABILITY

The CDS system supports the City's efforts to reduce the use of paper.

#### RATIONALE FOR RECOMMENDATION

The CDS system has been developed and modified to adequately meet the needs of the HHCS department monitoring and reporting requirements for community agency contracts.

#### ALTERNATIVE ACTIONS CONSIDERED

The HHCS Department continues to need an automated system to administer community agency contracts and monitor the compliance of housing developments. If HHCS were to contract with another vendor for this service, it would cost at least twice as much.

#### CONTACT PERSON

Rhianna Babka, Community Services Specialist III, HHCS, 981-5410

Contract: City Data Services for Maintenance of the  
Community Agency Online Application and Reporting System

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Attachment  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 9111E AMENDMENT: CITY DATA SERVICES (CDS) FOR MAINTENANCE OF THE COMMUNITY AGENCY ONLINE APPLICATION AND REPORTING SYSTEM

WHEREAS, the City of Berkeley has had a contract with City Data Services to provide its online data management systems since June, 2010; and

WHEREAS, the City of Berkeley expanded its contract with City Data Services to include multiple modules to track its community agency contracts, Housing Trust Fund and Single Family Rehabilitation projects as well as its Sugar Sweetened Beverage Program (SSB) projects and projects funded with Mental Health Services Act funds; and

WHEREAS, the City of Berkeley extended its contract to provide the above modules with City Data Services through June 30, 2017; and

WHEREAS, the City previously authorized amending the contract to \$162,770 by adding the annual serve fee of \$28,560 to the existing contract, and gave authorization to the City Manager to extend the contract for an additional three years with the annual service fee of \$28,560; and

WHEREAS, funding for these additional costs is available from the following budget codes:

Program Area	Annual Cost	Budget Codes
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SSB Maintenance Fee	\$5,100	Budget code 011-51-506-555-0000-000-451-612990
<b>Total</b>	<b>\$35,860</b>	

An amended contract has been entered into the Citywide contract database and assigned CMS No. YLIEB.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 9111E with City Data Services to continue to provide maintenance activities to support community agency contracts, Housing Trust Fund and Single Family Rehabilitation projects, and Mental Health Services Act and Sugar Sweetened Beverage contracts and to add a Housing Trust Fund monitoring and inspection module, bringing the total contract amount to \$198,630 through June 30, 2020, and execute any amendments with City Data Services (CDS) for ongoing maintenance of the community agency online application and reporting. A signed copy of said documents, agreements and any amendments will be kept on file in the Office of the City Clerk.

