



Agenda Report

April 9, 2018

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 22,276 WITH ANDERSON PENNA PARTNERS, INC. TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$150,000 FROM \$473,000 TO \$623,000 FOR CONTRACT CODE COMPLIANCE SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule);
2. Authorize the City Manager to amend Contract No. 22,276 with Anderson Penna Partners, Inc. to increase the contract amount by \$150,000, thereby increasing the total not-to-exceed amount from \$473,000 to \$623,000; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection Process pursuant to P.M.C. Section 4.08.049(B), contracts for which the City's best interest are served.

BACKGROUND:

The Planning & Community Development Department's Code Compliance Division provides the following services:

- Enforcement of the City's code sections respective to property maintenance, zoning, noise, tree protection and building requirements
- Multi-family rental inspections (Quadrennial Inspection Program)
- Housing inspections of for-sale units (Occupancy Inspection Program)

The Code Compliance Division is staffed by three Senior Code Compliance Officer positions and six Code Compliance Officer positions; of which, two Code Compliance Officers positions are currently vacant. Although there is an open recruitment, it is

anticipated only one of the two vacancies would be filled within the next six months. As a result of current vacancies, and recently added demands on enforcement efforts (e.g. enforcement of Short Term Rentals), contract services are required to meet desired customer service standards.

Contract resources provide comprehensive support for all of the aforementioned services provided by the Code Compliance Division. Following a formal competitive selection process, on May 20, 2015, the City awarded a contract to Anderson Penna Partners Inc. On March 20, 2017, the City Council authorized a contract amendment with Anderson Penna Partners, increasing the total not to exceed amount from \$323,000 to \$473,000. It is anticipated that the existing contract amount will be expended by mid-May, 2018.

Anderson Penna has been providing the City excellent service via quality personnel that work effectively under direction of City staff, performing inspections and completing work assignments in a timely and thorough manner, while delivering desired levels of customer service.

It is recommended to amend the existing contract with Anderson Penna Partners Inc., increasing the contract amount by \$150,000 thereby increasing the total not-to-exceed amount from \$473,000 to \$623,000. This increase will allow for the retention of a full-time contract Code Officer until June, 2019. Anderson Penna Partners Inc. charges an hourly rate for contract code compliance services that is in line with industry standards.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers City Council's strategic plan goals to ensure public safety; and support and promote the quality of life and the local economy. Additionally, it furthers the City's mission to deliver exemplary municipal services.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The proposed work is contract services for Code Compliance inspections and there will be no related environmental impacts

FISCAL IMPACT:

The proposed contract amendment with Anderson Penna Partners Inc. has a fiscal impact of up to \$150,000. The contract will be paid out of the Department's Operating Budget for Consultant Services. There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



DAVID M. REYES
Director of Planning & Community
Development Department

Prepared by:



Israel Del Toro
Acting Code Compliance Manager

Approved by:



STEVE MERMELL
City Manager

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name: AndersonPenna Partners, Inc.
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2. Type of Entity: <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:
Mallory McCamant
Lisa M. Penna
David R. Anderson
Angelique M. Lucero
Dino D. Emilia

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:
Lisa M. Penna
David R. Anderson
Angelique M. Lucero

Prepared by: Angelique M. Lucero
Title: Corporate Secretary
Phone: 949-428-1500
Date: 4/3/2018