

Pasadena City Council Meeting

AGENDA ITEM 26:

APPROVAL OF A CONTRACT AMENDMENT AND EXPANDED SCOPE OF WORK BETWEEN THE PASADENA RENTAL HOUSING BOARD AND BHYV CONSULTING, INCREASING THE NOT-TO-EXCEED AMOUNT OF THE CONTRACT FROM \$74,999 TO \$425,000



Background

- On May 31, 2023 the Staffing Ad Hoc Committee reviewed a contract from bhyv Consulting in the amount of \$475,000 for the scope of before you today.
- On June 7, 2023, the Pasadena Rental Housing Board approved a contract with bhyv Consulting to provide interim staffing and consultant services in support of the Pasadena Rental Housing Board (PRHB), in the amount of \$74,999 in order to comply with city procurement limits and get our consultant services started as quickly as possible.
- On July 26, 2023, the PRHB approved a contract amendment, expanded scope of work, and an increase to the contract amount with the consultant, including following changes:
 - Overall contract period to cover 12 months (July 26, 2023 through July 26, 2024)
 - Total contract amount increased from \$74,999 to \$425,000 (the \$425,000 amount represents a reduction of \$50,000 from the original request to the PRHB of \$475,000 resulting from refinements in the scope)



Background

- The City Charter requires all contracts valued at \$75,000 or above to be approved by City Council.
- Pasadena City Charter Section 1811(I)(2)

City to Advance Initial Funds. During the initial implementation of this Article, the City shall advance all necessary funds to ensure the effective implementation of this Article, until the Rental Board has collected Rental Housing Fees sufficient to support the implementation of this Article. The City may seek reimbursement of any advanced funds from the Rental Board after the Rental Housing Fee has been collected. Reimbursement of the City shall not take precedent over the normal and reasonable operating costs of the Rental Board.

- On May 8, 2023, the City Council took an action to approve the advancement of funds of \$500,000 as an initial amount for start-up costs related to the initiation of the Pasadena Rental Housing Board. Initial payments to bhyv Consulting will be paid from the funds advanced by the City for the Pasadena Rental Housing Board Fund (689).
- The PRHB is not requesting additional funds today.





bhyv

bhyv Consulting

- Principle and CEO, Chanée Franklin Minor
- Key clients:
 - City of Oakland
 - Alameda County HCD
 - United States Commission on Civil Rights
 - Civil Rights Department, State of California





Chanée Franklin Minor

- Graduate of UCLA and Cornell Law School
- Program Manager at the City of Oakland Rent Adjustment Program
- Senior staff attorney and division manager at the Berkeley Rent Stabilization Program
- Twenty-year career on rent control, anti-displacement and civil rights issues.
- Her grandmother was a sharecropper who became a small property owner.



Chanée Franklin Minor

- In her twenty-year career working on rent stabilization, Ms. Minor stands out as a leader who has earned strong support from property owners and tenants.

Scope of Work

The scope of work for the year-long contract is comprehensive and includes:

1. Staffing model with job descriptions, budget drafting, and program development
2. Community and stakeholder engagement
3. Board governance, adjudicative regulations, internal SOPs and policy manual for hearings and housing counseling
4. Public information campaign and outreach
5. Design and launch of rental registry
6. Administrative and project management throughout

