



Agenda Report

DATE: JULY 31, 2023

TO: MAYOR AND CITY COUNCIL

FROM: PASADENA RENTAL HOUSING BOARD

SUBJECT: 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

RECOMMENDATION:

It is recommended that the City Council:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (common sense exemption);
- (2) Approve a contract amendment with bhyv Consulting from \$74,999 to \$425,000, and expanding the scope of services to be provided by bhyv Consulting (Exhibit A to Resolution RHB-2023-04), as approved by the Pasadena Rental Housing Board at its July 26, 2023 meeting;
- (3) Authorize the Chair of the Pasadena Rental Housing Board to execute an amendment to the agreement with bhyv Consulting after approval by the City Council, and direct services to be performed by bhyv Consulting, acting on behalf of the Board;
- (4) To the extent the proposed action is subject to the Competitive Selection process, grant the contract an exemption pursuant to Pasadena Municipal Code ("PMC"), Section 4.08.049(B), contracts for which the City's best interests are served in that these are specialized services, and there is a need to proceed immediately. Competitive price bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services; and
- (5) Amend the Pasadena Rental Housing Board's Fiscal Year 2024 Operating Budget by appropriating \$425,000 in the Pasadena Rental Housing Board Fund (689) for said services.

BACKGROUND:

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. Then 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)
- Revised and expanded scope of services as detailed in Exhibit A to Resolution RHB-2023-04 – Attachment A to this agenda report)

In addition, as part of the Board's action to approve the contract amendment, additional reporting to the Board would be required by the Consultant on project goals completed or in progress. Lastly, to ensure compliance with the City Charter and the City's contracting provisions, the Board is submitting this action for City Council approval.

FISCAL IMPACT:

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 charged with adopting a budget for the reasonable and necessary implementation of the provisions of the Charter Amendment. The bhyv Consulting contract also includes development of an initial staffing plan and budget for the PRHB with a goal of adoption of that budget in early fall 2023. Once the budget is adopted and the rental housing fee is set, it is expected that the costs of the bhyv Consulting contract will be funded through those rental housing fees. Since the contract covers a 12-month period it is expected that only a portion of the contact will be funded with the funds advanced by the City Council, with the contract balance to be paid for from rental housing fees, once the fees are established and collected.

Respectfully submitted,



Ryan Bell, Chair, on behalf of the
Pasadena Rental Housing Board

Attachment A – Resolution RHB-2023-04, including Exhibit A – Adopted Scope of Services

Attachment B – July 26, 2023 Memo to Pasadena Rental Housing Board – Approval of Contract Amendment and Expanded Scope of Services for bhyv Consulting