

Agenda Report

September 11, 2023

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Housing Department

SUBJECT: AMENDMENT TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2024 OPERATING BUDGET AND AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER, INC. FOR FAIR HOUSING SERVICES NOT TO EXCEED \$125,000

RECOMMENDATION:

It is recommended that upon close of the public hearing the City Council:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b) (3), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment;
- 2) Amend the Housing Department's Fiscal Year (FY) 2024 Operating Budget by re-appropriating \$75,000 which was previously approved by Council in FY 2023 in the Other Housing Fund (238);
- 3) Authorize the City Manager to execute a new contract with Southern California Housing Rights Center, Inc. for fair housing services in an amount not to exceed \$125,000 for a one-year term, competitive price bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services.

BACKGROUND:

Southern California Housing Rights Center (SCHRC) is a non-profit organization established in 1968 to support and promote fair housing. The City has previously contracted with the agency to provide a range of tenant/landlord related services to the Pasadena community including mediation of disputes, handling cases under the City's Tenant Protection Ordinance ("TPO"), and general counseling on tenant and landlord rights under state and federal law. Based in Los Angeles, SCHRC also operates from two leased offices in Pasadena to better serve the local community: the Jackie

Robinson Community Center and at 1015 N. Lake with staff supported by the agency's Los Angeles office.

In City Council's adoption of Ordinance No. 7352 on November 4, 2019, in connection with State law AB 1482 – the Tenant Protection Act of 2019, staff was directed to assess the capacity of the SCHRC to adequately assist the community, and to determine if there is an opportunity to provide additional resources to support the work of SCHRC. On November 14, 2022, City Council approved an allocation of \$150,000 from the unappropriated fund balance in the Other Housing Fund (238) over a two-year period for SCHRC to continue providing tenant protection services and landlord tenant services under Contract No. 31272. To date, \$75,000 have been expended in providing direct paralegal services and tenant/landlord counseling to over 150 Pasadena residents, while daily fielding hundreds of housing right questions through their Pasadena call center and walk-up info counters.

On May 22, 2023, City Council approved the annual action plan allocating \$50,000 of Community Development Block Grant (CDBG) funding for the provision of fair housing services. To consolidate fair housing services requirements under CDBG and the recently approved 2021-2029 Housing Element, staff closed out Contract No. 31272 and is requesting to re-appropriate \$75,000 from that contract into a new contract in FY 2024. To procure these services, staff released a request for proposals (RFP) on May 15, 2023, through OpenGov. The RFP posting generated notices to all vendors who had previously registered with the City. A total of eight (8) vendors downloaded the RFP documents. Only one proposal from SCHRC was received by the June 8, 2023, deadline. The proposal received an evaluation score of 84.5. It is recommended that SCHRC be awarded the contract for a one-year term with a contract amount not to exceed \$125,000, consisting of the \$75,000 re-appropriation in the Other Housing Fund and \$50,000 of existing appropriations in the CDBG Fund. The table below summarizes the scope of work under the previous Contract No. 31272 and the proposed contract.

Previous Scope of Work	New Scope of Work
<ul style="list-style-type: none"> - Hold regular public hours at 1015 Lake building location; - Provide paralegal services to Pasadena residents; - Provide legal representation for up to 20 tenant-based rental assistance participants; - Provide tenant/landlord services for Tenant Protection Ordinance and Condominium Conversion Ordinance (TPO-CCO); and - Quarterly data reporting 	<ul style="list-style-type: none"> - Hold regular public hours at the Lake building and JRCC locations; - Provide a local Housing Rights telephone line; - Respond to all complaints regarding housing discrimination; - Respond to all tenant/landlord inquiries regarding TPO-CCO, unlawful detainers, and housing rights; - Respond via telephone, email, in-person or referral to legal aid, rent control board or other appropriate service provider; - Conduct community education and outreach through in-person workshops, online webinars, participation in City of Pasadena diversity awareness events, and publications; - Annual fair housing testing; and - Quarterly data reporting.

COUNCIL POLICY CONSIDERATION:

This proposed action supports the City Council Strategic Planning Three-Year Goals in the areas of improving, maintaining, and enhancing public facilities and infrastructure; improving mobility and accessibility throughout the City of Pasadena; and supporting and promoting the quality of life and the local economy.

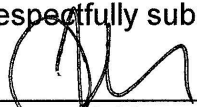
ENVIRONMENTAL ANALYSIS:

The proposed action is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision of CEQA which applies to projects which may have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The approval of the subject recommendation is a funding mechanism only and is excluded from the definition of "project" pursuant to State CEQA Guidelines Section 15378(b)(4). Furthermore, the action proposed herein will not have a significant effect on the environment and, hence is not subject to CEQA.


FISCAL IMPACT:

Approval of the recommended actions will increase the Housing Department's FY 2024 Operating Budget by an amount not to exceed \$75,000 in the Other Housing Fund (23816047-811400-51402) for the proposed contract with SCHRC. There is no impact to the General Fund.

Respectfully submitted,


for William K. Huang
Housing Director

Prepared by:


Randy Mabson
Program Coordinator

Approved by:


MIGUEL MÁRQUEZ
City Manager