

# Agenda Report

**DATE:** SEPTEMBER 21, 1998  
**TO:** COMMUNITY DEVELOPMENT COMMISSION  
**FROM:** ACTING CHIEF EXECUTIVE OFFICER  
**SUBJECT:** AUTHORIZATION TO ENTER INTO A CONTRACT WITH URBAN FUTURES INC.

## RECOMMENDATION

It is recommended that the City Council authorize the Acting Chief Executive Officer to enter into a contract with Urban Futures, Inc., for an amount not to exceed \$95,000 and for a term not to exceed six months to provide technical assistance and staff support in the field of housing and economic development. The proposed contract would include an option for the Acting Executive Officer to extend the contract for an additional six months and an additional \$50,000 if in her sole discretion the City continues to have need of these services. The proposed contract is exempt from competitive bidding pursuant to City Charter section 1002(f) contracts for professional or unique services.

It is further recommended that the Community Development Commission grant this contract an exemption from the competitive selection process of the Affirmative Action in Contracting Ordinance pursuant to section 4.09.060C, contracts for which the City's best interests are served.

## BACKGROUND

At present, the City's Housing and Development Department is severely understaffed. While there are plans to remedy the situation through re-staffing, the optimal level of staffing is being carefully considered and has yet to be determined. Meanwhile, the City is experiencing resurgence in economic development. Given this situation staff believes it is in the best interests of the City to contract with a firm skilled in the various elements of housing and development to provide support for current and up-coming projects.

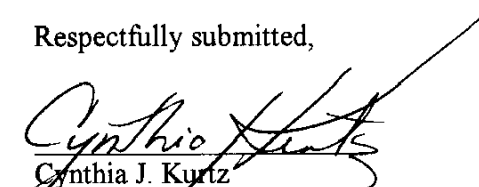
Ordinarily the City would undertake a competitive selection process as a means of contracting for these services. In this instance, rather than prepare a formal request for proposals the Acting Chief Executive Officer aided by the Director of Finance, identified and interviewed seven (7) firms capable of providing the needed services. Based on the interviews and a review of qualifications it was determined that Urban Futures Inc., is

best suited to meet the current needs of the City of Pasadena. Based on this process, it is recommended that the Community Development Commission authorize the Acting Chief Executive Officer to enter into a contract with Urban Futures Inc., for an amount not to exceed \$95,000 and for a term not to exceed six months.

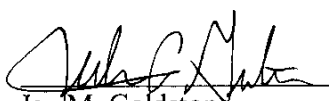
FISCAL IMPACT

Funds for this contract are available in the current operating budget of the Housing and Development Department.

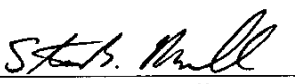
Respectfully submitted,

  
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Acting Chief Executive Officer

Approved by:

  
for Jay M. Goldstone  
Director of Finance

Prepared by:

  
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