
City of Pasadena, CA & bhyv Consulting
Rent Stabilization Start-up and Implementation Project

Proposed Scope of Work

The purpose of this agreement is to establish a mutual understanding between the **City of Pasadena (Client)** and **bhyv Consulting (Consultant)** for program design and implementation, policy development and strategic change management services to support the launch of the new rent stabilization program and plan. The following scope of services is based upon a timeline of July 1, 2023, to January 30, 2024, with an option to continue services month-to-month following the conclusion of the initial project period.

Services, Deliverables & Fees

Service #1: Program development, budget drafting, and staffing models

Deliverables

- D1: Program plan and staffing model (organizational design)
- D2: Program budget with projections and fee analysis
- D3: Job descriptions for key start-up roles (based on staffing model and budget)

Service #2: Board governance, adjudicative regulations, internal standard operating procedures, and policy manual (SOPs) for the adjudicative hearings, and housing counseling services

Deliverables

- D3: Standard operating policies and procedures for the new program (document)
- D4: Adjudicative regulations and policies (documents)

Service #3: Administrative/Project Management

Deliverables

- General project management
- Subject matter expertise (for all services)
- Client and contractor meeting management

Fees and Hours

- Est. Hours: 300
- **TOTAL EST. PROJECT COST: \$74,999**

Project Logistics & Staffing

Working Arrangements

The Consultant will meet weekly via phone/ Zoom/in person with the designated Client contact for the rent stabilization project. The consultant will attend all necessary meetings to complete the deliverables of the project including (but not limited to) board meetings, donor meetings, and staff meetings. The primary mode of communication will be through email, along with the occasional use of other online software such as Slack, Asana, and Zoom. The Client will provide the Consultant with an organizational email if needed.

Meet the Hive!

Chanée Franklin Minor, misChief Executive Officer (CEO)

Principal, Project Lead

Chanée Franklin-Minor is a seasoned attorney and housing policy professional who has worked for almost twenty years on rent control, anti-displacement, and civil rights issues. Chanée has served as a senior advisor under Governor Jerry Brown and former Congressman Ronald Dellums and is the “go-to” expert on housing stabilization implementation and design. She served as a senior staff attorney and division manager at the Berkeley Rent Stabilization Program, where she helped elevate it to what is now largely considered the best housing stabilization program in the nation. Recently, Chanée served as Program Manager at the City of Oakland Rent Adjustment Program where within 9 months, she transitioned a failing program into one of the best in California. Chanée is a problem-solver, negotiator, and steward of public trust. She is a California native and graduate of UCLA, Cornell Law School, The American University of Paris, and the University of Oxford, New College, where she received a certificate in International Human Rights Law.

Ecaterina (Cat) Burton, MPP, Chief Rockstar (Senior Consultant)

General Operations, Staffing, Budget, and Finance

Ecaterina Burton is a versatile policy advocate and a seasoned budget analyst who has worked for almost fifteen years on anti-displacement, anti-poverty, and racial equity issues. Recently, Ecaterina has served as Senior Budget & Management Analyst for the City of San Francisco and the City of Oakland where she specialized in incorporating racial equity into the day-to-day operations and budget development. Ecaterina is a policy innovator, revolutionary calculator, and coalition builder. She is the proud eldest biracial child of immigrant Marine Corps soldiers and a graduate of Harvard College and UC Berkeley's Goldman School of Public Policy.

Claudette Campos, Director of First Impressions (Head of Operations)

Project Operations, Client Relations, Vendor Management

Claudette is a world citizen who cares firstly for others above personal status and gain. She is



masterful at creating effective solutions by critically analyzing situations and thinking in non-linear ways to create effective and efficient solutions. She excels at protocol streamlining, multicultural conflict resolution, and intergenerational customer service. Claudette received her BA in biochemistry and genetics from North Carolina State University and is proficient in five languages including Portuguese, Spanish, French, Japanese, and English.

Additional Consultants and Collaborators

Leah Simon-Wiseberg, Legal Director, Alliance of Californians for Community Empowerment
Subject Matter Expertise: Local, State; and Federal Landlord-Tenant Law

Matthew Seigel, Former Staff Attorney City of Berkeley Rent Board
Subject Matter Expertise: Rent Stabilizations, Eviction Protection, and Board Governance

Stephanie N. Rivers, MBA, MPA, Stephanie Rivers Consulting
Subject Matter Expertise: Change management; communications and marketing

Project Scope Agreement

Both client and consultant agree to the above-outlined scope of work and have submitted all edits to the scope. Upon mutual agreement, the Client will provide the Consultant with a formalized agreement.

Chanee Franklin Minor, bhyv Consulting (Consultant) | Date

City of Pasadena, CA, Rent Control Board (Client) | Date