

Agenda Report

May 6, 2024

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH END HOMELESSNESS CALIFORNIA, INC., DBA SHOWER OF HOPE FOR AN AMOUNT NOT TO EXCEED \$115,000 THROUGH OCTOBER 1, 2024 FOR MOBILE SHOWER AND LAUNDRY UNIT OPERATION SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Authorize the City Manager to enter into a contract as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code with End Homelessness California, Inc., DBA Shower of Hope, for an amount not to exceed \$115,000 through October 15, 2024 for mobile shower and laundry unit operation services. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

BACKGROUND:

Since January 2019, the City of Pasadena Public Health Department ("Department") has provided shower access and laundry services for people experiencing homelessness through its grant-funded programs for unhoused individuals, including a 4-year grant through the Los Angeles County Department of Mental Health ("DMH") and a 1-year grant through the Substance Abuse and Mental Health Services Administration ("SAMHSA"). Services are provided at a mobile shower/laundry unit, currently stationed at the Department's leased satellite location at 1972 N. Fair Oaks Avenue in Northwest Pasadena. The operations for the mobile shower/laundry unit were previously provided

through a homemaker staffing agency, but in order to better meet the needs of the unhoused population, the Department sought services through agencies specializing in work with people experiencing homelessness.

The Department prepared a scope of work for the mobile shower/laundry operations services and posted a Request for Proposals (“RFP”) on January 4, 2024. On January 24, 2024, the Department held a non-mandatory pre-proposal meeting attended by four individuals. A total of 14 vendors downloaded the RFP. Three responsive proposals were received. The Department fielded a panel consisting of an Acting Division Manager, a Program Coordinator I, and an Acting Program Coordinator I who were familiar with the needed services and scope of work to evaluate the proposals using the criteria set forth in the RFP (Attachment A). The panel found End Homelessness California, Inc., DBA Shower of Hope (“Shower of Hope”) to be the most qualified and best aligned with the requirements of the program.

Therefore, staff recommends authorizing the City Manager to enter into a contract with Shower of Hope for an amount not-to-exceed \$115,000 through October 1, 2024. The term of the proposed contract would align with the end of the SAMHSA grant which supports this service. Shower of Hope is a 501(c)3 nonprofit program with over 10 years of experience providing shower access and other basic hygiene needs to the unhoused community throughout Los Angeles County. Shower of Hope also has direct experience with the Pasadena community, having established and increased services through their mobile shower unit during the COVID-19 pandemic. Their staff are trained on trauma-informed practices and are familiar with local resources for referrals for further services.

If approved, Shower of Hope will provide two dedicated staff members to the Department’s shower and laundry services under this contract. Shower of Hope will be responsible for all operations, including sign-in and scheduling, cleaning/disinfecting the facilities, laundering clothes, preparing and distributing hygiene kits, basic maintenance, and data tracking. Department staff would work with Shower of Hope to provide warm handoffs and linkages to participants with needs for additional services.

COUNCIL POLICY CONSIDERATION:

The proposed contracts align with the City Council’s strategic plan goal to ensure public safety.


ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. CEQA Guidelines Section 15060(c)(2) states that an activity is not subject to CEQA if “The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.” The proposed action consists of a contract award for shower/laundry services. No direct or reasonably foreseeable indirect physical change in the environment would result. Under this definition, the proposed activity is not a CEQA “Project” and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

FISCAL IMPACT:


If approved by City Council, the Department anticipates spending up to \$46,000 of the recommended \$115,000 contract amount during the current fiscal year. These expenses are eligible for reimbursement by the SAMHSA grant and sufficient appropriations are currently available in the Public Health Department FY 2024 Operating Budget. The remaining cost of the contract will be included in the FY 2025 Operating Budget. There is no anticipated impact to the General Fund.

Respectfully submitted,



YING-YING GOH, MD, MSHS
Director and Health Officer
Public Health Department

Prepared by:



Erika Davies, MPH
Acting Division Manager
Public Health Department

Approved by:



MIGUEL MÁRQUEZ
City Manager