

# Agenda Report

October 24, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Housing Department

**SUBJECT: AUTHORIZATION TO INCREASE PURCHASE ORDER 1230872 WITH  
END HOMELESSNESS CALIFORNIA, DBA THE SHOWER OF  
HOPE, BY \$57,500, FOR A REVISED TOTAL NOT-TO-EXCEED  
AMOUNT OF \$76,188**

## **RECOMMENDATION:**

It is recommended that the City Council take the following actions:

- 1) Find that the recommended actions are 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) Authorize the City Manager to increase Purchase Order 1230872, with The Shower of Hope by \$57,500, for a revised total not-to-exceed amount of \$76,188; and
- 3) To the extent the increase in Purchase Order amount could be considered a separate procurement subject to the Competitive Selection Process, grant the Purchase Order an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served. This transaction is exempt from competitive bidding per PMC Section 4.08.030 and City Charter Section 1002(F) based on contracts for labor, materials, supplies or services available from only one vendor.

## **BACKGROUND:**

Shortly after COVID-19 was declared a pandemic in March 2020, the Department procured a mobile shower operator, End Homelessness California, dba The Shower of Hope, to ensure access to low-barrier basic hygiene services. The showers continue to operate every Wednesday morning out of Knox Presbyterian Church without City grant funding and every Monday morning out of All Saints Church with federal Emergency

Solutions Grant CARES (ESG-CV) funding. The current purchase order (Purchase Order 1230872) for this service was budgeted through September 30, 2022, which was the initial expenditures deadline for ESG-CV funding. The U.S. Department of Urban Development (HUD) has since extended the grant funding expenditure deadline through September 30, 2023. As such, the Department recommends authorizing the addition of \$57,500 to Purchase Order 1230872 to maintain services once a week at All Saints for a revised total not-to-exceed amount of \$76,188. Subject to the availability of ESG-CV funds, additional funding for shower services may be considered in the next fiscal year.

The provision of showers is a critical ongoing preventative measure to reduce the transmission of infectious diseases, including those beyond COVID-19, and are necessary to maintain the health and hygiene of this particularly vulnerable population. This purchase order was granted exemption from competitive bidding for services available from only one vendor as well as exemption from competitive selection for contracts in which the City's best interests are served. The Shower of Hope is the only vendor in the Southern California region that offers full-service mobile shower services, which includes the round-trip cost of transporting the mobile shower trailers, management and coordination of staff and volunteers, provision of towels and hygiene supplies, and operating the showers for 4 to 5-hour time slots, which is highly cost effective.

It is in the City's best interests to ensure continuity of services with this vendor who has built a relationship with the church where the services are provided and has been working to build rapport with Pasadena's unhoused residents for more than two years.

#### **ENVIRONMENTAL ANALYSIS:**

The actions proposed herein are 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. Amending a purchase order to provide additional funding for shower services will not have a significant effect on the environment and, hence, is not subject to CEQA.

#### **COUNCIL POLICY CONSIDERATION:**

Approval of the recommended action will ensure the Department is able to maintain the availability of shower services for people experiencing homelessness. This action is consistent with the City Council's goal to support and promote the quality of life and local economy. The proposed actions are in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

**FISCAL IMPACT:**

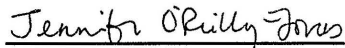
The recommended action will have no direct fiscal impact. The funds recommended to be used to increase the subject Purchase Order are included in the Department's Fiscal Year 2023 Operating Budget.

Respectfully submitted,



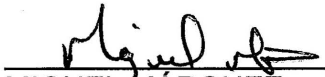
for WILLIAM K. HUANG  
Housing Director

Prepared by:



JENNIFER O'REILLY-JONES  
Program Coordinator III

Approved by:



MIGUEL MÁRQUEZ  
City Manager