

# Agenda Report

October 24, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT:** **AUTHORIZATION TO AMEND CONTRACT NO. 31,083 WITH UNION STATION HOMELESS SERVICES TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$80,000 FROM \$251,290 TO \$331,290 FOR PEER OUTREACH SERVICES FOR THE PUBLIC HEALTH DEPARTMENT**

## **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;
2. Authorize the City Manager to amend Contract No. 31,083 with Union Station Homeless Services to increase the contract amount by \$80,000, thereby increasing the total not-to-exceed amount from \$251,290 to \$331,290, and to extend the contract period through June 30, 2023 or until the contract amount is fully expended, whichever comes first; and
3. To the extent that this could be considered a separate procurement subject to the Competitive Selection Process, grant the contract an exemption pursuant to P.M.C. Section 4.08.049(B), contracts for which the City's best interests are served.

## **BACKGROUND:**

In November 2017, the City Council approved a five-year contract award in the amount of \$251,290 to Union Station Housing Services ("USHS") to provide peer outreach workers in support of the Pasadena Outreach Response Team ("PORT"). PORT is a joint collaboration between the Public Health and Fire Departments designed to address homelessness as a public health concern. Since the initiation of services, peer outreach

workers from USHS have provided housing services and system navigation to over 150 people experiencing homelessness.

In July 2021, the City expanded the program by adding a second PORT team. Due to increased needs for peer outreach workers to support the additional PORT team, USHS increased the number of peer outreach workers from one full-time worker to two full-time workers. Peer outreach and housing navigation services to individuals experiencing homelessness is a critical component of the PORT model and program approach. Therefore, the Department recommends City Council increase the not-to-exceed amount by \$80,000, from \$251,290 to \$331,290, and extend the term of the agreement through June 30, 2023 or until the new contract amount is fully expended, whichever comes first. The Department has sufficient appropriations in the FY 2023 operating budget to support the proposed additional costs and extended term of the contract.

Union Station's demonstrated expertise at serving homeless populations, its designation as the lead agency managing homeless service efforts in the San Gabriel Valley, and its location in the city of Pasadena makes the organization uniquely qualified to provide the requested services. PPHD recommends the City Council's approval of a competitive selection exemption for the contract amendment for Union Station Homeless Services as it is in the city's best interest. In addition to building trust with PORT clients and assisting new enrollments, the Peer Outreach workers from USHS facilitate client data in the Coordinated Entry System. Without USHS peer outreach workers, the PORT program and its clients would be negatively impacted.

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

The proposed contract amendment aligns 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. The authorization of a contract amendment for peer outreach workers in support of PORT is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

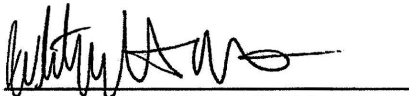
It is anticipated that the entirety of the additional \$80,000 contract value will be spent in FY 2023. Sufficient appropriations are currently available in the Public Health Department FY 2023 PORT program budget. There are no anticipated impacts to other programs or projects as a result of this action.

Respectfully submitted,



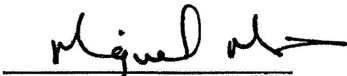
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