



# Agenda Report

September 12, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Planning & Community Development Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH NATIONAL DAY LABORER ORGANIZING NETWORK (NDLON) FOR MINIMUM WAGE OUTREACH, EDUCATION, AND TRAINING**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the actions proposed herein are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with National Day Laborer Organizing Network (NDLON) for minimum wage outreach, education and training in an amount not to exceed \$82,000;
3. Grant the proposed contract an exemption from Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interest are served; and
4. Authorize the City Manager to extend the contracts for up to two additional one-year periods in the amount not to exceed \$82,000 per year.

## **BACKGROUND:**

The City's Planning & Community Development Department, Code Compliance Division, manages enforcement of the City's minimum wage ordinance. Since 2016, the Planning Department has held five contracts and one purchase order, in the amounts ranging between \$50,000 to \$74,999, with National Day Laborer Organizing Network (NDLON) for minimum wage outreach, education, and training associated with the Pasadena Minimum Wage Ordinance.

NDLON has effectively carried out the scope of work and served as a partner to ensure employer compliance with the City's minimum wage ordinance. NDLON has also successfully counseled and assisted with employee reporting of violations, and has met the contract deliverables.

Based on NDLON's expertise in performing these unique services, record of accomplishment in building relationships with local employers, employees, and staff from the Department of Industrial Relations Bureau of Field Enforcement, and the organization's commitment to provide the same level of service we recommend, it is in the City's best interest to award a new contract for \$82,000, for one year; which reflects a CPI increase of 8.4 percent.

As such, it is recommended that a contract be awarded to NDLON for an initial one year term with two optional one-year renewals, subject to City Manager approval.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract awards further the City's mission to deliver exemplary municipal services.

**ENVIRONMENTAL ANALYSIS:**

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3). The contract awards are covered by the general rule that CEQA applies only to projects which 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 the provisions of CEQA.

**FISCAL IMPACT:**

There is no fiscal impact to the City's General Fund associated with the contract award. Costs associated with contract expenses for minimum wage outreach are paid from funds budgeted within the department's general fund contract expenses account 10121013-811400.

Respectfully submitted,

  
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