



Agenda Report

March 13, 2023

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Housing Department

SUBJECT: AMENDMENT TO THE HOUSING DEPARTMENT'S FISCAL YEAR 2023 OPERATING BUDGET AND AUTHORIZATION TO AMEND CONTRACT NO. 31830 WITH THE FID GROUP DBA FRIENDS IN DEED WITH ADDITIONAL FUNDING FOR THE PROVISION OF MOTEL VOUCHERS

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) Amend the Housing Department's Fiscal Year 2023 Operating Budget by transferring \$100,000 from the unappropriated fund balance in the General Fund (101) to the Housing Department's Other Housing Fund (238) for expenses associated with the provision of weather-activated motel vouchers to people experiencing homelessness as detailed in the background section of this report;
- 3) Authorize the City Manager to amend Contract No. 31830 with The FID Group, dba Friends In Deed, to increase the total contract value by up to \$100,000 for emergency shelter services as detailed in the body of this report. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); and
- 4) To the extent the amendment could be considered a separate procurement subject to the Competitive Selection Process, grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

On January 18 and February 27 of this year, Council approved the collective addition of \$200,000 of General Fund dollars to Contract No. 31830 with Friends In Deed to support the continued provision of weather-activated motel vouchers. According to the National Weather Service, Pasadena received more than double the amount of rain than is typical throughout January and February. This increased precipitation, in addition to colder temperatures, has more frequently activated the City's system of providing motel stays, through non-profit partners such as Friends In Deed, to people experiencing homelessness during inclement weather. At the same time, federal emergency grant funding that supported weather-activated motel vouchers during the past two winter seasons is no longer available. In response, as a hypothermia prevention measure, Council has approved the use of General Funds to expand and sustain the provision of protective motel stays to those without homes.

Since January 5, Friends In Deed has provided motel stays to 117 unduplicated individuals on 43 nights as detailed in Table A. Additionally, at the time of this report's writing, the agency's staff had reserved 65 motel for ten nights (3/9-3/19) in response to forecasted rain and low overnight temperatures. Friends In Deed staff expressed that they have been limited by motel room availability in recent weeks and hoped to reserve even more rooms. It is projected that the \$100,000 of General Funds approved in February will be expended by March 14, 2023.

Table A

	Dates (Thurs.- Wed.)	# of People Served	# of Nights Activated	Other Funding Sources	GF Approved January 18	GF Approved February 27	Unfunded	Total Expenditures
Weeks 1-7	1/5/23- 2/22/23	113	26	\$59,855.55	\$62,723.55			\$122,579.10
Week 8	2/23/23- 3/1/23	90	7	\$0.00	\$37,276.45	\$48,693.55		\$85,970
Week 9	3/2/23- 3/8/23	0	0	\$0.00	\$0.00	\$0.00		\$0.00
Week 10*	3/9/23- 3/15/23	80	7	\$0.00	\$0.00	\$51,306.45	\$11,693.55	\$63,000
Week 11*	3/16/23- 3/22/23	80	3	\$0.00	\$0.00	\$0.00	\$27,000	\$27,000
Week 12	3/23/23- 3/29/23	TBD	TBD	TBD	\$0.00	\$0.00	TBD	TBD
Week 13	3/30/23- 4/5/23	TBD	TBD	TBD	\$0.00	\$0.00	TBD	TBD
Total			43	\$59,855.55	\$100,000.00	\$100,000.00	≥\$38,693.55	≥\$298,549.10

*Projected as of 3/9/23

The provision of weather-activated motel vouchers is currently scheduled through April 5, 2023. As such, the Department requests an additional \$100,000 from the General Fund which will be used to sustain the provision of weather-activated motel vouchers.

Staff recommends the approval of an amendment to Contract No. 31830 which will include an additional \$100,000 of General Funds to allow Friends In Deed to support the weather-activated motel vouchers through April 5, 2023. Any funds not expended by April 5, 2023 will be returned to the City.

The Department recommends a competitive selection exemption due to Friends In Deed's demonstrated success and existing infrastructure to administer motel-based emergency shelter, including weather-activated motel vouchers. It is in the City's best interest to support the expansion of this program to protect residents experiencing homelessness from hypothermia during inclement weather.

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. The approval of an amendment to the Department's FY 2023 Operating Budget and an existing contract to add funding will not have a significant effect on the environment and, hence, is not subject to CEQA.

COUNCIL POLICY CONSIDERATION:

Approval of the recommended actions will sustain the provision of weather-activated, motel vouchers for people experiencing unsheltered homelessness in Pasadena during the 2023 winter season. 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:

Approval of the recommended actions will increase the Department's Fiscal Year 2023 Operating Budget in the Other Housing Fund (238) by \$100,000 for the amendment to Contract No. 31830 with Friends in Deed. The General Fund's unappropriated fund balance will decrease by \$100,000.

Respectfully submitted,



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Approved by:



MIGUÉL MÁRQUEZ
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