

# Agenda Report

October 30, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Housing Department

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 32185 WITH DANIEL DAVIDSON WITH ADDITIONAL FUNDING FOR HOMELESS COUNT CONSULTING SERVICES**

**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" exemption that CEQA only applies to projects that may have an effect on the environment;
- 2) Authorize the City Manager to amend Contract No. 32185 with Dan Davidson to increase the total contract value by \$16,560 for a not-to-exceed amount of \$46,560 for consulting services associated with the 2024 Point-in-Time Homeless Count;
- 3) Authorize the City Manager to further amend Contract No. 32185 to increase the total contract value by an additional \$16,560 for a revised not-to-exceed total of \$63,120 and extend the term through June 30, 2025 for consulting services associated with the 2025 Point-in-Time Homeless Count;
- 4) Authorize the City Manager to further amend Contract No. 32185 to increase the total contract value by an additional \$16,560 for a revised not-to-exceed total of \$79,680 and extend the term through June 30, 2026 for consulting services associated with the 2026 Point-in-Time Homeless Count; and,
- 5) To the extent these contract amendments could be considered separate procurements subject to the Competitive Bidding and Competitive Selection process, grant an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code (PMC) 4.08.049(B), contracts for which the City's best

interests are served; it is exempt from competitive bidding pursuant to City Charter Section 1002(F) based on contracts professional or unique services.

**BACKGROUND:**

On October 1, 2021, as the result of a Request for Proposals, the City entered into Contract No. 32185 in the amount of \$30,000 with Dan Davidson to manage the planning and coordination of volunteers for the unsheltered and supplementary youth counts for the 2022-2024 Point-in-Time Homeless Counts. This initial contract did not undergo Council approval proceedings as it fell below the established expenditure threshold of \$75,000. Costs during the first two years of the contract exceeded initial projections due to increases in staffing and supply costs, primarily related to inflation. Additionally, the City initially purchased some of the materials for hygiene kits distributed during the count but has shifted the procurement of these supplies to be wholly completed by the contracted consultant.

The Department is seeking Council authorization to amend Contract No. 32185 with an additional \$16,560 of California Emergency Solutions and Housing (CESH) grant funds to sustain the provision of consulting services for the 2024 Point-in-Time Homeless Count. The Department is also seeking authorization to further amend Contract No. 32185 two additional times, each with an additional \$16,560 of CESH grant funding for new not-to-exceed totals of \$63,120 and \$79,680 and to extend the term through June 30, 2025 and June 30, 2026 for consulting services for the 2025 and 2026 Point-in-Time Homeless Count.

**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" exemption 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 an existing contract to add funding and extend the term 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 continued services from Dan Davidson. 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.

Authorization to Amend Contract No. 32185

October 30, 2023

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**FISCAL IMPACT:**

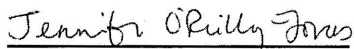
City Council approval of amendments to Contract No. 32185 will have no fiscal impact as the grant funds are included in the Department's FY 2024 Operating Budget.

Respectfully submitted,



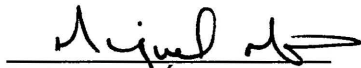
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Prepared by:



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Approved by:



MIGUEL MÁRQUEZ  
City Manager