

Agenda Report

December 8, 2025

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Housing Department

SUBJECT: AMEND THE HOUSING DEPARTMENT'S FISCAL YEAR 2026 OPERATING BUDGET BY APPROPRIATING \$240,860 IN THE GENERAL FUND FOR THE RENOVATION OF THE BAD WEATHER SHELTER; AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 24069 WITH THE COUNTY OF LOS ANGELES AND AMEND CONTRACT NO. 32848 WITH TRINITY EVANGELICAL LUTHERAN CHURCH TO UPDATE THE RESPECTIVE SCOPES OF WORK AND BUDGETS

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) Amend the Housing Department's Fiscal Year (FY) 2026 Operating Budget by appropriating \$240,860 from the unappropriated fund balance of the General Fund (101) for capital improvements at Trinity Evangelical Lutheran Church to support the Bad Weather Shelter;
- 3) Authorize the City Manager to amend Contract No. 24069 with the County of Los Angeles to update the scope of work and revise the budget with no change to the total contract amount of \$275,000 to fund capital improvements at Trinity Evangelical Lutheran Church necessary for the operation of the Bad Weather Shelter; and
- 4) Authorize the City Manager to amend Contract No. 32848 with Trinity Evangelical Lutheran Church to update the scope of work and add funding in the amount of

\$157,000 for a total not-to-exceed contract total of \$432,000 for capital improvements necessary for the operation of the Bad Weather Shelter.

BACKGROUND:

On December 4, 2023, Council approved an amendment to the Housing Department's Fiscal Year (FY) 2024 Operating Budget to appropriate \$275,000 in General Funds for capital improvements at Trinity Evangelical Lutheran Church ("the Church") to enable the property to be used as the site of the Bad Weather Shelter. In order to expedite the opening of the shelter, the Department's Municipal Assistance, Solutions and Hiring (MASH) program utilized \$34,140 of the funding to complete certain improvements that were necessary for the shelter to open in January 2024, deferring the more extensive capital improvements until after the winter shelter season.

On December 4, 2023, Council also authorized entering into Contract No. 32848 with the Church in the amount of \$275,000 for capital improvements related to the Bad Weather Shelter. The agreement includes a forgivable loan with a ten-year term, with 10% of the loan forgiven per year if the site continues to be used for the Bad Weather Shelter.

During the 2024 shelter season, Los Angeles County Supervisorial District Five agreed to provide \$275,000 for the capital improvements, which included the installation of fire sprinklers and a fire alarm system, a bathroom renovation to meet ADA standards, and improvements to the existing kitchen. Council authorized Contract No. 24069 with the County of Los Angeles ("County") with a not-to-exceed total of \$275,000 on May 20, 2024. In addition to the capital improvements, increasing the shelter's capacity from 54 beds, the maximum capacity allowable before the fire alarm and sprinklers were installed, to 70 beds is one of the contract's deliverables.

In the fall of 2024, fire sprinklers and a fire alarm system were installed in the Church's Fellowship Hall, where the shelter is located. The total cost for this work was \$199,444, which exceeded initial cost estimates by \$125,000 due to the required installation of an underground backflow prevention device for the fire sprinklers, as well as unanticipated mold, lead, and asbestos abatement related to both systems. These capital improvements were funded by Contract No. 24069 with the County. Due to time constraints, the renovation of the restrooms and kitchen were deferred until after the winter shelter season, which concluded in April 2025.

In summer 2025, the estimated budget for the restroom renovations was updated to reflect significant changes that were required to fully meet ADA standards. The initial budget was based on a construction estimate that was obtained by the church but was later determined to be incomplete and not in full compliance with ADA standards. Due to the increased project costs, the kitchen renovation was deferred until after the upcoming 2025-2026 winter shelter season and will likely require additional funding. The restroom renovations, which include a complete remodel of the men's and women's restrooms in the Fellowship Hall, the installation of an accessible shower, restriping of the church

parking lot to meet ADA standards, and the relocation of laundry hook-ups, is expected to be completed by mid-December 2025, which will allow the shelter to open earlier than in the prior two seasons.

Staff recommend amending the Housing Department's FY 2026 Operating Budget to reappropriate \$240,860 of General Fund previously approved by Council to support the capital improvements at the church.

Staff recommend authorizing an amendment to Contract No. 24069 with the County to update the scope of work and revise the budget with no change to the total contract amount of \$275,000. Staff further recommend an amendment to Contract No. 32848 with the Church to update the scope of work and increase the contract budget by \$157,000. The amendments to each agreement will ensure that the scopes of work and budgets are aligned with the updated project requirements and associated costs.

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. Amending the Department's budget and the approval of amendments to existing agreements will not have a significant effect on the environment and, hence, are not subject to CEQA.

COUNCIL POLICY CONSIDERATION:

Approval of the recommended actions will provide access to emergency shelter services to people experiencing unsheltered homelessness in Pasadena during the months of the year with the highest incidences of inclement weather. These actions are 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:

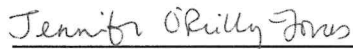
Approval of the recommended actions will increase the Housing Department's FY 2026 Operating budget by appropriating \$240,860 in the General Fund (101) to support capital improvements necessary for the operation of the Bad Weather Shelter.

Respectfully submitted,



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Approved by:


for MIGUEL MÁRQUEZ
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