Agenda Report

November 10, 2026

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: **AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 33343 WITH FRAME GROUP LLC AND INCREASE THE NOT-TO-EXCEED AMOUNT TO $1,750,000 FOR DISASTER RECOVERY CONSULTING SERVICES AND AMEND THE FISCAL YEAR 2027 NON-DEPARTMENTAL OPERATING BUDGET BY APPROPRIATING $300,000 IN THE GENERAL FUND (101)**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action proposed herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21065 and within the meaning of State CEQA Guidelines Section 15378;

2. Authorize the City Manager to amend Contract No. 33343 with Frame Group LLC (Frame) increasing the contract amount by $300,000 thereby increasing the total not-to-exceed amount from $1,450,000 to $1,750,000; Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services;

3. Amend the Fiscal Year (FY) 2027 Non-Departmental Operating Budget by appropriating $300,000 from the unappropriated fund balance of the General Fund (101) to support the anticipated cost of services;

4. Authorize the City Manager to approve no-cost amendments to the subject contract including durational extensions; and

5. To the extent the amendment to Contract No. 33343 could be considered a separate procurement subject to the Competitive Selection Process, grant an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The City of Pasadena entered into Contract No. 33343 with Frame in August 2025 to provide disaster recovery consulting services following the January 2025 Windstorm and Critical Fire Events. Contract No. 33343 was authorized for an amount of $250,000 for three years with two one-year extensions. Subsequently, the City Council authorized a contract amendment, which increased the contract value to $1,450,000 for additional expert analysis and support for complex projects such as the Don Benito Reservoir and Police Training Center. Since contract execution, Frame has worked with City staff to deliver Federal Emergency Management Agency (FEMA) Public Assistance support, insurance recovery guidance, claims management, litigation assistance, and coordination with Federal, State, County, and City agencies. Due to accelerated FEMA project timelines, evolving Request For Information deadlines, and the increased technical complexity of key projects such as the Don Benito Reservoir and Police Training Center, additional expert analysis and support are essential for the continued review of reimbursements.

To continue ongoing FEMA and insurance reimbursement work, as well as emergent claim processing, litigation support, and grant application services, staff recommend a contract amendment of $300,000 to continue and expand technical support. The proposed amendment mitigates potential risks associated with unforeseen delays or complications in the insurance and FEMA claim submissions, thereby ensuring the City recovers maximum funding from various sources.

COUNCIL POLICY CONSIDERATION:

This proposed contract amendment with Frame supports the City's fiscal responsibility and stability by securing expert consulting services to assist with the January 2025 Windstorm and Critical Fire Events disaster recovery efforts.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by CEQA Guidelines Section 21065 and within the meaning of Section 15378. Sections 21065 and 15378 define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378(b) excludes from the definition of "project" continuing administrative or maintenance activities, such as securing supplies and services. The actions proposed herein, authorizing the City Manager to amend an existing contract by increasing the amount to continue receiving disaster recovery consulting services, is an administrative activity for the securing of services, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

Approval of the recommended action will amend the FY 2027 Non-Departmental Operating Budget by appropriating $300,000 from the unappropriated fund balance in the General Fund (101).

The City expects to recover the cost of the contracted services through insurance claim preparation coverage (up to $1,000,000), management cost reimbursement process, which is capped at 5% of the FEMA accepted projects/obligation (currently estimated at $913,949), and litigation/settlement administration fees.

Respectfully submitted,

Karin Schnaider

KARIN SCHNAIDER
Director of Finance

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