

**City of Culver City, California
Agenda Item Report**

Meeting Date: 06/10/2013		Item Number: <u>C-2</u>	
HOUSING AUTHORITY AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with St. Joseph Center for the Provision of Homeless Outreach, Supportive Service and Data Collection for the Periods of July 1, 2013 through June 30, 2014, July 1, 2014 through June 30, 2015, and July 1, 2015 through June 30, 2016.			
Contact Person/Dept.: Tevis Barnes / Teresa Williams Community Development Dept.		Phone Number: (310) 253-5780	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agendas and Meetings – City Council (06/05/13); St. Joseph Center (05/21/13)			
Department Approval: Sol Blumenfeld: (5/30/13)		Housing Authority General Counsel Approval: Carol A. Schwab (by H. Baker) (06/03/13)	
Chief Financial Officer Approval: Jeff Muir: (06/05/13)		Executive Director Approval: John M. Nachbar: (06/05/13)	
<u>RECOMMENDATION:</u> Staff recommends the Culver City Housing Authority Board approve an amendment to the existing professional services agreement with St. Joseph Center for the provision of homeless outreach, supportive service and data collection for the periods of July 1, 2013 through June 30, 2014, July 1, 2014 through June 30, 2015, and July 1, 2015 through June 30, 2016, in an additional amount not to exceed \$123,441 per year; (including reimbursable costs). <u>BACKGROUND:</u> On July 26, 2004 the City Council adopted short-term and long-term goals for a comprehensive strategy to address homelessness in Culver City, including, but not limited to, joining the Westside Shelter and Hunger Coalition; forming a Citizens Homelessness Ad Hoc Committee consisting of residents and members of the business community to advise the City Council on additional strategies to address homelessness in Culver City; soliciting and securing an organization to provide homeless outreach, supportive services linkages, as well as data collection regarding the City's homeless population; and conducting a homeless count in collaboration with the Los Angeles Homeless Services Authority (LAHSA).			

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Through the Request for Proposals (RFP) process in FY 2004/2005 and FY 2008/2009, St. Joseph Center (SJC) was selected to conduct homeless outreach, supportive service, and data collection. To prevent a disruption of services and to allow the SJC Outreach Team to continue to establish and maintain relationships with the homeless community, an RFP is not recommended at this time.

DISCUSSION:

St. Joseph Center has a strong understanding of Culver City and its community. The SJC Outreach Team has operated in Culver City for twelve years in an informal manner and the last eight years under contract with the City of Culver City. They are familiar with the general location and characteristics of Culver City's homeless population as well as the concerns of the business owners, City staff, residents and other social service providers. Through their years of providing homeless outreach to Culver City, SJC has established relationships with business owners, the Police Department and the homeless population. The Committee on Homelessness has been very pleased with SJC in their provision of outreach service and assistance in working with the homeless population in Culver City and recommends that they continue providing this service.

The agreement with SJC for each fiscal year includes \$4,900 in reimbursable costs for seventy (70) emergency motel voucher nights at \$70 per night and \$250 worth of bus tokens. Emergency hotel vouchers are necessary because it was found that shelter beds were not readily available upon need and shelter beds are not often appropriate for families with minor children or persons with disabilities. So, in effort to accommodate homeless persons with disabilities or homeless families with minor children, the contract will continue to include seventy (70) emergency motel voucher nights. Additionally, fourteen (14) voucher nights out of the seventy (70) voucher nights will be designated for homeless persons residing in vehicles or RV's.

Pursuant to Culver City Municipal Code Section 3.07.085.A, this professional services agreement may be approved without the necessity of formal competitive bidding, provided that, the agreement is based upon competitive quotations, whenever practical. Based upon the results of the last RFP process which yielded two quotations, and the importance of the ongoing relationship between SJC and the City's homeless population, the City Manager/Executive Director has determined that it is not practical to obtain competitive quotations at this time.

FISCAL ANALYSIS:

The current professional services agreement with SJC expires on June 30, 2013. The City Manager's/Executive Director's Proposed Budget for Fiscal Year 2013/2014 currently includes \$123,441 in appropriations for homeless outreach services in the Housing Authority, account number 47650710.619800.

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The proposed contract amendment is for an additional amount not to exceed \$123,441 per year (including reimbursable costs) for the period of July 1, 2013 through June 30, 2014, July 1, 2014 through June 30, 2015, and July 1, 2015 through June 30, 2016. Should the Housing Authority approve the proposed contract, St. Joseph Center will continue to outreach four (4) days per week. The detailed Scope of Services is shown on Attachment 1 for Fiscal Year 2013/2014.

ATTACHMENTS:

1. Proposal Plan for Outreach Services for FY 2013/14
2. Fiscal Year 2013/2014 Outreach and Case Management Program Budget

MOTIONS:

That the Housing Authority Board:

1. Approve an amendment to the existing Professional Services Agreement with St. Joseph Center for the Provision of Homeless Outreach, Supportive Services and Data Collection in an additional amount not-to-exceed \$123,441 (including reimbursable costs) for July 1, 2013 through June 30, 2014, July 1, 2014 through June 30, 2015, and July 1, 2015 through June 30, 2016; and
2. Authorize Housing Authority General Counsel to review/prepare the necessary documents; and
3. Authorize the Executive Director to execute such documents on behalf of the Housing Authority;