

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

Meeting Date: 06/28/10		Item Number: JC-1	
JOINT CITY COUNCIL/REDEVELOPMENT AGENCY BOARD AGENDA ITEM: Approval of a Tri-Party Professional Services Agreement with St. Joseph Center for the Provision of Homeless Outreach, Supportive Service, and Data Collection for the Period of July 1, 2010 through June 30, 2011.			
Contact Person/Dept.: Tevis Barnes, Housing Administrator		Phone Number: (310) 253-5782	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Agendas and Meetings - Redevelopment Agency (06/22/10); Committee on Homelessness (06/14/10); Dr. Karen Lamp, Executive Director, St. Joseph Center (06/14/10)			
Department Approval: Sol Blumenfeld: (06/17/10)		City Attorney Approval: Carol Schwab (by H. Baker) (06/23/10) Agency General Counsel Approval:	
Fiscal Impact Approval: Jeff Muir (by M. Noller) (06/23/10)		City Manager/Executive Director Approval: P. Lamont Ewell (06/23/10)	
<u>RECOMMENDATION:</u> Staff recommends the City Council and Agency Board: Approve a professional services agreement with St. Joseph Center for the provision of homeless outreach, supportive service, and data collection for the period of July 1, 2010 through June 30, 2011 in the amount of \$123,441 (including reimbursable costs) funded through the Low to Moderate Income Housing Fund. <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 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 study in collaboration with the Los Angeles Homeless Services Authority (LAHSA).¹			

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Through the Request for Proposals (RFP) process in FY 2004/05 and FY 2008/09, St. Joseph Center (SJC) was selected to conduct homeless outreach, supportive service, and data collection.²

DISCUSSION:

St. Joseph Center has a strong understanding of Culver City and its community. SJC's Outreach Teams have been operating in Culver City for eight years in an informal manner and the last five years under contract with the 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 includes \$6,690 in reimbursable costs for ninety-two (92) emergency motel voucher nights at \$70 per night and \$250 worth of bus tokens. This is a modification from last year's contract which included eighty (80) shelter beds at \$45 per night. 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. In an effort to accommodate the need and prevent a person from having to remain on the street while waiting for an available shelter bed, all shelter beds were converted to emergency motel voucher bed nights.

Pursuant to Culver City Municipal Code Section 3.07.070.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, from three vendor contractors. 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 has determined that it is not practical to obtain competitive quotations.

FISCAL ANALYSIS:

The proposed agreement is for an amount not to exceed \$123,441 (including reimbursable costs) for the period of July 1, 2010 to June 30, 2011. This is an increase of \$64,068 from last fiscal year due to an increase in the number of outreach days from two to four days per week. This increase is detailed in the Scope of Services below. The Scope of Services is shown on Attachment 1.

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The Redevelopment Agency Adopted Budget for FY 2010/2011 currently includes \$123,441 in appropriations for homeless outreach services in the Housing budget, account number 55497100.619800.

The City has a current professional services agreement with SJC that expires on June 30, 2010. Because the proposed professional services agreement is recommended to be funded directly by the Redevelopment Agency, staff recommends the Agency Board also approve a new, tri-party professional services agreement among the City, Agency, and SJC.

ATTACHMENTS:

1. Scope of Services

MOTION:

That the City Council and Agency Board:

1. Approve a professional services agreement with St. Joseph Center for the provision of homeless outreach, supportive services and data collection in the amount of \$123,441 (including reimbursable costs) for July 1, 2010 through June 30, 2011; and,
2. Authorize the City Attorney and Agency General Counsel to review/prepare the necessary documents; and,
3. Authorize the City Manager and Executive Director to execute such documents on behalf of the City and Agency, respectively.

NOTES:

¹ St. Joseph Center has been providing a wide array of social services to low-income and homeless men, women and children on the Westside of Los Angeles County since 1976. Their programs include a family center, food assistance, child care, job training, money management services and housing placement. They have an extensive matrix of supportive services which support a homeless person in all stages of their progress toward self-sufficiency. In addition, St. Joseph Center has managed a Homeless Service Center since 1981 and has fielded a Dual Diagnosis Outreach Team since 1996 and a Homeless Senior Outreach Team since 1997.

² The history of the City's contractual agreements with SJC for homeless outreach, supportive services and data collection are summarized below:

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Date Contract Approved by City Council	Contract Process	Homeless Services for the Period	St. Joseph Center Contract Amount
06/06/05	RFP	FY 2005/06	\$40,000
07/10/06	Extension	FY 2006/07	\$42,000
07/16/07	Extension	FY 2007/08	\$47,000
06/23/08	Extension	07/01/08 – 08/31/08	\$ 7,833
08/28/08	RFP	FY 2008/09 (09/01/08-06/30/09)	\$51,540 (includes reimbursable costs)
6/22/09	Extension	FY 2009/10	\$59,373 (includes reimbursable costs)