

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

Meeting Date: <u>06/27/11</u>		Item Number: <u>JC-1</u>	
CITY COUNCIL AND REDEVELOPMENT AGENCY BOARD 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 Period of July 1, 2011 through June 30, 2013.			
Contact Person/Dept.: Tevis Barnes,CDD Phone Number: (310) 253-5782 and Marna Johnson, CDD			
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Public Notification: Agendas and Meetings – Redevelopment Agency (06/22/11);; Committee on Homelessness (06/16/11); Dr. Karen Lamp, Executive Director, St. JosephCenter (06/16/11)			
Department Approval: Sol Blumenfeld (06/15/11)		City Attorney Approval: Carol A. Schwab (by H. Baker) (06/22/11) Agency General Counsel: Murray Kane: (06/13/11)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (06/22/11)		City Manager/Executive Director Approval: John Nachbar (06/22/11):	
<u>RECOMMENDATION:</u> Staff recommends that the Agency 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 period of July 1, 2011 through June 30, 2013 in the amount of \$123,441 per year <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 study in collaboration with the Los Angeles Homeless Services Authority (LAHSA).¹ Through the Request for Proposals (RFP) process in Fiscal Year 2004/2005 and Fiscal Year 2008/2009, St. Joseph Center (SJC) was selected to provide homeless outreach, supportive service, and data collection services.² To prevent a disruption of services and to allow the SJC Outreach Team to continue to establish and maintain relationships with the homeless community, a RFP is not recommended at this time.			

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DISCUSSION:

St. JosephCenter has a strong understanding of Culver City and its community. The SJC Outreach Teams have operated in Culver City for eight years in an informal manner and, for the last five years, under contract with the City of Culver City and the Culver City Redevelopment Agency. 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 services and assistance in working with the homeless population in Culver City and recommends that they continue providing this service.

The proposed agreement with SJC for each of the following two fiscal years includes the following scope of services which are further detailed and explained in the attachments:

- Street Outreach and Engagement
- Intake and Assessment
- Case Management
- Referrals and Program Coordination
- Emergency Shelter and Transitional Permanent Housing Placement
- Post Placement/Retention Services

The proposed agreement also includes \$4,900 in reimbursable costs for seventy (70) emergency motel voucher nights at \$70 per night and \$250 worth of bus tokens. During the terms of the prior agreements, 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 an effort to accommodate homeless persons with disabilities or homeless families with minor children, the proposed agreement continues 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, 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.

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FISCAL ANALYSIS:

The current professional services agreement with SJC expires on June 30, 2011. The Redevelopment Agency Board Adopted Budget for Fiscal Year 2010/2011 currently includes \$123,440 in appropriations for homeless outreach services in the Housing budget, account number 48297100.619800.

The proposed two-year agreement is for an amount not to exceed \$123,440 annually (including reimbursable costs) for the period of July 1, 2011 to June 30, 2013; Should the City Council/Agency Board approve the proposed amendment, 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 2011/2012 and Attachment 2 for Fiscal Year 2012/2013. The City Council Adopted Budget for Fiscal Year 2011/2012 includes a sufficient appropriation to fund this amendment for Homeless Outreach Services in account number 55497100.619800.

ATTACHMENTS:

1. Proposal Plan for Outreach Services for Fiscal Year 2011/2012 and Fiscal Year 2012/2013
2. Fiscal Year 2011/2012 Scope of Services
3. Fiscal Year 2012/2013 Scope of Services

MOTION:

That the City Council and Agency 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 the Amount of \$123,440 (including reimbursable costs) annually for the two year period from July 1, 2011 through June 30, 2013 and,
2. Authorize the City Attorney and Agency General Counsel to review/prepare the necessary documents; and
3. Authorize the City Manager/Executive Director to execute such documents on behalf of the City and Agency, respectively;

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NOTES:

¹St. 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;

Date Contract Approved by Agency/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	FY2007/08	\$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)
06/22/09	Extension	FY 2009/10	\$59,373 (includes reimbursable costs)
06/28/10	Extension	FY 2010/11	\$123,441 (includes reimbursable costs)