

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

Meeting Date: 07/23/2012		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 Period of July 1, 2012 through June 30, 2013.			
Contact Person/Dept.: Tevis Barnes / Marna Johnson 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 (07/20/12); St. Joseph Center (07/20/12)			
Department Approval: Sol Blumenfeld: (07/12/12)		Housing Authority Counsel Approval: Carol A. Schwab (by H. Baker) (07/18/12)	
Chief Financial Officer Approval: Jeff Muir: (07/19/12)		Executive Director Approval: John M. Nachbar: (07/20/12)	
<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 services, data collection, and emergency motel vouchers, for the period of July 1, 2012 through June 30, 2013 in the amount of \$123,441; (including reimbursable costs). <u>BACKGROUND:</u> Through a Request for Proposals (RFP) process in Fiscal Year 2004/2005 and Fiscal Year 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, a RFP was not recommended at this time. <u>DISCUSSION:</u> St. Joseph Center 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, during the last five years under a formal agreement 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			

City of Culver City, California
Agenda Item Report

other social service providers. Through their years of providing homeless outreach in 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 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. Under the contract, 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 only two proposals, and the importance of the ongoing relationship between SJC and the City's homeless population, the City Manager has previously determined (and again determines) that it is not practical to obtain competitive quotations.

FISCAL ANALYSIS:

The current professional services agreement with SJC expires on June 30, 2012. The City's Adopted Budget for FY 2012/2013 currently includes \$123,441 in appropriations for homeless outreach services in the Housing budget, account number 47650710.619800.

The proposed amendment to the existing professional services agreement is for an amount not to exceed \$123,441 (including reimbursable costs) for the period of July 1, 2012 to June 30, 2013. Should the Housing Authority Board approve the proposed amendment, St. Joseph Center will continue to provide outreach services four (4) days per week. The detailed Scope of Services is shown on Attachment 1 for fiscal year 2012/13. The City Council Adopted Budget for Fiscal Year 2012/13 includes a sufficient appropriation to fund this agreement for Homeless Outreach Services in account number 47650710.619800.

ATTACHMENTS:

1. Proposal Plan for Outreach Services for Fiscal Year 2012/2013
2. Fiscal Year 2012/2013 Outreach and Case Management Program Budget

City of Culver City, California
Agenda Item Report

MOTIONS:

That the Culver City 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 the Amount of \$123,441 (including reimbursable costs) for July 1, 2012 through June 30, 2013; and
2. Authorize the Housing Authority Counsel to review/prepare the necessary documents; and
3. Authorize the Executive Director to execute such documents on behalf of the Culver City Housing Authority.