

City of Culver City, California
City Council Agenda Item Report

Meeting Date: <u>08/25/08</u>		Item Number: <u>C-4</u>
AGENDA ITEM: Approval of a Professional Services Agreement with St. Joseph Center for the Provision of Homeless Outreach, Supportive Service and Data Collection for the Ten-Month Period September 1, 2008 through June 30, 2009.		
Contact Person/Dept.: Armando Abrego, Senior and Social Services Manager		Phone Number: (310) 253-6724
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☒	Attachments: ☐
Public Notification: Master E-Mail Notification List (08/20/08); Committee on Homelessness (08/20/08); Dr. Va Lecia Adams, Executive Director, St. Joseph Center (08/20/08)		
Department Approval: Bill La Pointe (08/11/08).	City Attorney Approval: Carol Schwab (by H. Baker) (08/19/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/20/08)	City Manager Approval: Jerry B. Fulwood (08/20/08)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council approve a professional services agreement with St. Joseph Center for the provision of homeless outreach, supportive service and data collection for the ten-month period September 1, 2008 through June 30, 2009 in the amount of \$46,290 (excluding reimbursable costs), or, in the amount of \$51,540 (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 study in collaboration with the Los Angeles Homeless Services Authority (LAHSA). Through the Request for Proposals (RFP) process in FY 2004/05, St. Joseph Center was selected to conduct homeless outreach, supportive service, and data collection. The history of the City's contractual agreements with St. Joseph Center for these services can be summarized as follows:		

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

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

The two-month extension was requested and approved to provide staff with enough time to complete the Request for Proposals (RFP) process for FY2008/09. RFP #1388 was approved and released by Council on May 27, 2008 and closed on June 26, 2008. A total of twenty-six (26) agencies were emailed the RFP notification; 12 RFP's were downloaded; Saint Joseph Center was the only bidder to submit a proposal.

DISCUSSION:

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.

St. Joseph Center has a strong understanding of Culver City and its community. The Center's Outreach Teams have been operating in Culver City for eight (8) years in an informal manner and the last three 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, St. Joseph Center has established relationships with business owners, the Police Department and the homeless population. The Committee on Homelessness has been very pleased with St. Joseph Center in their provision of outreach service and assistance in working with the homeless population in Culver City.

City of Culver City, California
City Council Agenda Item Report

Staff recommends that City Council approve a professional services agreement for a ten-month period in the amount of \$46,290 (excluding reimbursable costs) to include the following the Scope of Services:

- Through a field outreach team, at minimum of twice per week, provide outreach to *no less than 15 and up to 40* newly encountered homeless persons within City's jurisdictional boundary in an effort to establish rapport and allow for ongoing relationships.
- Provide ongoing case management as required to *no less than 25 and up to 40* homeless in the field in City or at a defined social service center. Assist clients in the development and/or reassessment of their case management plan that identifies barriers to stability. Monitor and provide resources to support each individual's plan.
- Provide mental health and/or substance abuse assessments and appropriate referrals to treatment to at least *15* homeless individuals.
- Provide ongoing support to at least *15* homeless clients so that they will maintain mental health and/or substance abuse treatment.
- Assist at least *15* clients in obtaining or maintaining permanent housing.
- Collect, analyze and report outcome data on a monthly basis to the Senior and Social Services Manager. These reports will include statistical data, complaint descriptions and summaries of outreach activities.
- On a quarterly basis, provide an oral and written update report to the Committee on Homelessness, City Council, Parks and Recreation Commission and other organizations as requested by City staff.
- On an annual basis, collect base line data on at least 75% of the homeless individuals who have been contacted through outreach. This data will include identifying information (coded for confidentiality) including gender and perceived racial/ethnic information and may include (when individuals are willing to report) age, family status, amount of time being homeless, which city they originally became homeless, veteran status, income source and amount and disability(s).
- On a monthly basis contact selected City employees and police in order to further map known areas of homeless encampment and activity.
- Sustain cooperative relationships with police (City's and City of Los Angeles') and other social service providers and establish open communication with business owners and residents.

City of Culver City, California
City Council Agenda Item Report

Staff also requests that the City Council consider funding reimbursable costs proposed by Saint Joseph Center in the amount of \$5,250 bringing the total contract amount to \$51,540. The \$5,250 in reimbursable costs includes twenty (20) emergency motel vouchers at \$70 per night, eighty (80) shelter beds at \$45 per night, and \$250 worth of bus tokens.

FISCAL ANALYSIS:

Through the recent budget process, \$52,000 was allocated for homeless outreach services for FY 2008/2009 in the Senior and Social Services Division budget, account number 10134100.619800 (Other Contractual Services). The previously approved two-month extension of the Saint Joseph Center contract at a pro-rated cost of \$7,833 for July and August 2008 will be funded using this account. The remaining fund balance in the account to provide homeless outreach services is \$44,167.

Saint Joseph Center has proposed that the contract for services for the ten (10) months remaining in the fiscal year be funded at \$46,290. Therefore, an additional amount of \$2,123 is required to fully fund the contract. There is currently funding available in the Senior and Social Services Division regular salaries account (10134100.411100) to fund this amount due to staff vacancies.

Additionally, if the City Council approves the request of \$5,250 for reimbursable costs associated with the contract, sufficient funding is also available from salary savings in the same account.

ATTACHMENTS:

None.

MOTION:

That the City Council:

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 \$46,290 (excluding reimbursable costs) for a ten-month period;

or

2. Approve a professional services agreement with St. Joseph Center for the provision of homeless outreach, supportive services and data collection in the amount of \$51,540 (including reimbursable costs) for a ten-month period;

City of Culver City, California
City Council Agenda Item Report

and

3. Authorize the City Attorney to review/prepare the necessary documents;

and

4. Authorize the City Manager to execute such documents on behalf of the City;

or

5. Provide direction to staff as deemed appropriate.