



# City of Culver City

## Staff Report

File #: 15-856, Version: 1

Item #: C-11.

**HA - (1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of an Amendment to the Existing Professional Services Agreement with St. Joseph Center for the Provision of Homeless Outreach, Supportive Services, Emergency Motel Vouchers, Transportation and Data Collection for the Period of July 1, 2016 Through June 30, 2017, July 1, 2017 Through June 30, 2018 and July 1, 2018 Through June 30, 2019.**

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**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**

**Action Item:**

**Attachments:** Yes  No

**Commission Action Required:** Yes  No  **Date:**  
**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/08/16); Saint Joseph Center (04/26/2016); Upward Bound House (04/26/2016); Committee on Homelessness (04/26/2016)

**Department Approval:** Sol Blumenfeld, CDD Director (05/30/16)

### **RECOMMENDATION:**

Staff recommends the Culver City Housing Authority Board (Board) (1) waive formal competitive bidding procedures; and (2) approve an amendment to the existing professional services agreement with St. Joseph Center for the provision of homeless outreach, supportive services, emergency motel vouchers, transportation and data collection for the period of three fiscal years from July 1, 2016 to June 30, 2019 in an amount not to exceed \$123,441 for FY 2016/2017, \$128,249 for FY 2017/2018 and \$133,391 for FY 2018/2019. This three year contract renewal reflects an annual cost of living increase of approximately four percent (4%) starting FY 2017-2018.

### **BACKGROUND:**

On July 26, 2004 the City Council adopted short-term and long-term goals for a comprehensive strategy to address homelessness in Culver City. An integral part of this strategy was to engage an organization to provide homeless outreach, supportive services linkages, as well as data collection regarding the City's homeless population. In 2005, a

contract was entered into with SJC to provide the above referenced services to the homeless in Culver City. The contract was expanded in 2010 to include homeless outreach four days a week and seventy nights of emergency motel stays and transportation in the form of bus tokens (Tap Cards).

### **DISCUSSION:**

Founded in 1976 by two Sisters of St. Joseph of Carondelet, St. Joseph Center (SJC), through its three decades of service to the Westside Community, has evolved into a multi-faceted social service agency. The mission of SJC is to provide working poor families, as well as homeless men, women and children with the inner resources and tools to become productive, stable and self-supporting members of the community.

St. Joseph Center has a strong understanding of Culver City and its community. The SJC Homeless Outreach Teams has operated in Culver City for 20 years. Ten years in an informal manner and the last 10 years under a formal contract with the City/Authority. Over the past 10 years, SJC has provided homeless outreach, assessment, and case management placed forty-five homeless individuals in permanent housing. St. Joseph Center is 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 Culver City 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.

Detailed below are some highlights from the SJC current year of service for the first through third quarters (July 1, 2015 to March 31, 2016)

- A total of two hundred-twenty five duplicated contacts with the homeless were achieved.
- Fifty-six homeless individuals received assertive case management
- A total of sixty-three emergency motel stays were provided to six households serving five adults, three children and two older adults.
- Collected data and demographic information on five priority population homeless (most chronic homeless)
- Provided mental health and/or substance abuse assessments and referral to treatment to forty-one homeless individuals

A third quarter report is attached (Attachment No.2).

Should the Board approve the proposed contract amendments, SJC will continue to outreach four days per week. The detailed proposed services are shown on Attachment No. 1. In addition, included in the contract amendments with SJC is \$4,000 for 40 emergency motel voucher nights at \$99 per night and \$175 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 funds for emergency motel voucher stays.

In general, Culver City Municipal Code (CCMC) § 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC § 3.07.075.E.3.

### **FISCAL ANALYSIS:**

The current professional services agreement with SJC expires on June 30, 2016. The proposed contract agreement is for an amount not to exceed \$123,441 for FY 2016-17. An approximate four percent (4%) increase is requested per fiscal year contingent upon funding to the LMIHAF with the contract renewal increasing to \$128,249 in FY 2017-18 and \$133,391 in FY 2018-19. The current contract rate of \$123,441 has been at this level since 2010. All contract renewals are contingent upon continued funding to the LMIHAF and proceeds from the \$770,000 loan buyout at 4043 Irving Place. The LMIHAF will be supplemented annually starting FY 2017-2018 with repayment of the Supplemental Educational Revenue Augmentation Fund (SERAF) loan. Payment will total \$49 million until FY 2029 - 2030 with an average deposit of \$1.5 million per fiscal year from FY 2017-2021. The average deposit will increase to \$3.2 million from fiscal year FY 2021-2026 and increase again to \$8.4 million on average from FY 2027-2030.

### **ATTACHMENTS:**

1. Proposal Plan for Outreach Services for FY 2016-17 through FY 2018-19
2. Culver City Homeless Outreach Third Quarter Report

### **MOTIONS:**

That the Culver City Housing Authority:

1. Pursuant to CCMC Section 3.07.075.E.3, waive formal competitive bidding procedures; and
2. Approve an amendment to the existing Professional Services Agreement with St. Joseph Center for the Provision of Homeless Outreach, Supportive Services, Data Collection, Emergency Hotel Vouchers and Transportation in the Amount of \$123,441 for Fiscal Year July 1, 2016 through June 30, 2017, \$128,249 for Fiscal Year July 1, 2017 through June 30, 2018 and \$133,391 for Fiscal Year July 1, 2018 to June 30, 2019; and

3. Authorize the Housing Authority General Counsel to review/prepare the appropriate documents; and
  
4. Authorize the Executive Director to execute such documents on behalf of the Culver City Housing Authority.