



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 19, 2019**

**FROM: OFFICE OF HOMELESS SOLUTIONS      WARDS: ALL**

**SUBJECT: MEASURE Z – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH CITY NET FOR A ONE YEAR TERM IN THE AMOUNT OF \$404,758 TO PROVIDE HOMELESS STREET OUTREACH SERVICES ALONGSIDE THE PUBLIC SAFETY AND ENGAGEMENT TEAM AND SUPPORT RIVERSIDE UNIFIED SCHOOL DISTRICT AND ALVORD UNIFIED SCHOOL DISTRICT WITH OUTREACH SERVICES TO ASSIST FAMILIES EXPERIENCING HOMELESSNESS**

**ISSUE:**

Approve a Professional Consultant Services Agreement with City Net for \$404,758 to provide homeless street outreach services alongside the Public Safety and Engagement Team and support Riverside Unified School District and Alvord Unified School District with outreach services to assist families experiencing homelessness.

**RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement with City Net for homeless street outreach services in the amount of \$404,758 for a one year term, with two options to extend for additional one year terms; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with City Net for homeless street outreach services, including making minor and non-substantive changes, and to exercise any options to extend the agreement, subject to the availability of funding.

**BACKGROUND:**

On April 2, 2019, the City Council approved the Public Safety and Engagement Team (PSET) Program, which is a multi-departmental program developed in response to the concerns expressed in relation to the ongoing challenge of homelessness and its impact on quality of life in the City. The Program is intended to provide a more holistic and proactive approach – one that creates a balance between maintaining order in the public realm and provides individuals experiencing homelessness a path to exit the condition. PSET consists of representatives from the following City departments:

- Riverside Police Department (RPD)
- Community and Economic Development Department — Code Enforcement Division (Code)
- City Manager's Office — Office of Homeless Solutions (OHS)
- Parks, Recreation, and Community Services Department (PRCSD)

In addition, a private vendor supports the operation of this Program by providing homeless encampment cleanup services.

**DISCUSSION:**

To provide the necessary outreach under PSET, OHS needed to expand its own operations. OHS issued a Request for Proposals (RFP) to scale up homeless street outreach and increase daily mobile outreach and client service engagement for homeless individuals and families living on the streets.

Three responses were received to the RFP and City Net was identified as the most responsive bidder. City Net will provide two Homeless Street Outreach Workers to conduct face-to-face outreach, intake and assessment, crisis intervention, resource referrals, and case management to individuals and families living on the streets within the City during PSET engagements. They will also provide two additional Homeless Street Outreach Workers to support with the Mayor’s Office effort to ending homelessness among families and children, working closely with both the Riverside Unified School District and Alvord Unified School District. Families assisted must meet the McKinney-Vento homeless definition, which is an individual or family who lacks a fixed, regular, and adequate nighttime residence.

Below is a breakdown of City Net’s Homeless Street Outreach Services costs, including program administration expenses.

<b>ACTIVITY</b>	<b>COST</b>
Outreach Workers, PSET	\$98,092
Outreach Workers, McKinney-Vento	\$98,092
Administration Program Supervisor	\$20,010
Administration Director of Programs	\$10,005
Administration President	\$ 2,501
Administration Vice President	\$ 2,501
Administration Director of Operations	\$ 2,501
Vehicle Cost	\$39,604
Materials and Supplies	\$19,802
Client Expenses, PSET	\$14,851
Client Expenses, McKinney-Vento	\$60,005
Support Services Indirect	\$36,794
<b>TOTAL</b>	<b>\$404,758</b>

**FISCAL IMPACT:**

Funding in the amount of \$404,758 for homeless street outreach services is available in the previously approved but unallocated Measure Z – Homeless Services Account No. 8002001-421000.

Prepared by: Michelle Davis, Housing Authority Manager  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved by: Moises Lopez, Deputy City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Professional Consultant Services Agreement