



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 15, 2023**

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

**SUBJECT: MEASURE Z – FIFTH AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH CITY NET FOR A ONE-YEAR TERM IN THE AMOUNT OF \$660,767.48 TO PROVIDE HOMELESS STREET OUTREACH SERVICES TO INDIVIDUALS AND FAMILIES WITH CHILDREN ALONGSIDE THE PUBLIC SAFETY AND ENGAGEMENT TEAM**

**ISSUE:**

Approval of a Fifth Amendment to Professional Consultant Services Agreement with City Net for \$660,767.48 to provide homeless street outreach services to individuals and families with children alongside the Public Safety and Engagement Team.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Fifth Amendment to Professional Consultant Services Agreement with City Net for homeless street outreach services to individuals and families with children alongside the Public Safety and Engagement Team in the amount of \$660,767.48 for the extended term of January 22, 2023, to January 22, 2024; and
2. Authorize the City Manager, or designee, to execute the Fifth Amendment to 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 multidisciplinary 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 Fire Department (RFD)
- Riverside Police Department (RPD)
- Community and Economic Development Department – Code Enforcement Division (Code)
- City Manager's Office - Office of Homeless Solutions (OHS)

Below is a list of City contracts with City Net for homeless street outreach services.

<b>Contract Name</b>	<b>Execution Date</b>	<b>Activity</b>	<b>Funding Amount</b>
Professional Consultant Services Agreement (PCSA)	January 22, 2020	To perform outreach services alongside PSET for one-year term with two one-year options to renew	\$404,758
First Amendment to PCSA	June 25, 2020	Add two additional outreach workers for a total of four outreach workers and increase compensation	\$508,270
Second Amendment to PCSA	August 30, 2020	Modify the compensation to include funds from the federal Coronavirus Aid, Relief, and Economic Security Act	\$508,270
Third Amendment to PCSA	January 23, 2021	Extend term for one year and increase compensation	\$413,945.58
Fourth Amendment to PCSA	May 18, 2022	Extend term for one year and increase compensation	\$532,966.32

**DISCUSSION:**

To provide the necessary outreach under PSET, OHS needed to expand its own operations. OHS issued a Request for Proposals (RFP) 1926 in 2019 to scale up homeless street outreach and increase daily mobile outreach and client service engagement for homeless individuals and families living on the streets.

City Net will provide four 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 extended service to support the OHS in activities including but not limited to addressing chronically homeless individuals as well as transitional aged youth to assist in the Mayor’s Initiative to End Youth Homelessness.

Below is a breakdown of City Net's Homeless Street Outreach Services costs for a 12-month period, including program administration expenses.

ACTIVITY	COST
Case Management, PSET	\$266,240.00
Regional Director	\$ 5,416.32
Program Supervisor	\$ 26,963.04
Executive Leadership	\$ 16,536.00
Community Engagement	\$ 6,552.00
Human Resources	\$ 25,584.00
Other Labor Expenses	\$ 86,605.45
Materials and Supplies	\$ 65,925.00
Client Services	\$ 60,000
Rent	\$ 18,063.00
Equipment	\$ 22,812.90
De minimis rate for non-federal entity	\$ 60,069.77
<b>TOTAL</b>	<b>\$660,767.48</b>

Staff is requesting City Council to consider a Fifth Amendment to Professional Consulting Services with City Net for \$660,767.48 to provide four (4) full-time homeless street outreach staff to provide services for a 12-month period.

A delay in parties finalizing and obtaining signatures has delayed the submission of the agreement for City Council approval. The agreement will be retroactive as of January 22, 2023.

This Fifth Amendment approval requires Awarding Entity approval based on Purchasing Resolution 23914, Section 1104(b) which states, "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval: Any Change Order which causes the contract price to exceed \$50,000, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity."

The Purchasing Manager concurs that the recommendation is compliant with Purchasing Resolution 23914, Section 1104(b).

**STRATEGIC PLAN ALIGNMENT:**

The project supports **Strategic Priority 2 - Community Well-Being** and **Goal 2.2**.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Activities and actions by the City serve the public interest, benefit the City's diverse population, and results in greater public good.

2. **Equity** – All individuals served by City Net’s Homeless Street Outreach are treated with dignity, respect, and compassion regardless of their circumstances, ability or identity.
3. **Fiscal Responsibility** – Riverside is a prudent steward of public funds and ensures responsible management of the City’s financial resources while providing quality public services to all.
4. **Innovation** – Riverside is inventive and timely in meeting the community’s changing needs and prepares for the future through collaborative partnerships and adaptive processes.
5. **Sustainability & Resiliency** – Riverside is committed to meeting the needs of the present without compromising the needs of the future and ensuring the City’s capacity to persevere, adapt and grow during good and difficult times alike.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$660,767.48. Funding for this activity is budgeted and available in the Measure Z Fund, CD-Outreach Homeless Services expenditure account number 8003905-421000.

Prepared by: Lorissa Villarreal, Officer of Homeless Solutions  
Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Mike Futrell, City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Fifth Amendment to Professional Consultant Services Agreement