



CITY OF POMONA COUNCIL REPORT

September 10, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

Subject: **Adoption of a Resolution Amending the FY 2018-2019 City Operating Budget by Appropriating \$100,000 in Available Housing Authority Admin Fund Balance for Program Expenses Related to the Homeless Services Center, Including an Award of a Sole Source Contract to LeSar Development Consultants for Professional Services Related to Program Implementation and Evaluation for an amount not to exceed \$25,000.**

OVERVIEW:

Recommendation – That the City Council:

1. Adopt the attached resolution amending the FY 2018-19 City Operating Budget by appropriating \$100,000 in available Housing Authority Admin Fund Balance (Fund 249) for program related expenses; and
2. Award a sole source contract to LeSar Development Consultants for Professional Services Related to Program Implementation and Evaluation of the Homeless Services Center for an amount not to exceed \$25,000; and
3. Authorize the City Manager to execute all documents and subsequent amendments related with this action, with approval of the City Attorney as to form.

Fiscal Impact – This action involves appropriating available Housing Authority Admin Fund Balance (249-1791-5XXXX-00000) to the FY 2018-19 City Operating Budget in the amount of \$100,000 to be used for program related expenses and an award of a sole source contract to LeSar Development Consultants for an amount not to exceed \$25,000.

Authority - In accordance with Section 2-977 (a) of the City's Purchasing Ordinance, Sole Source for professional services over \$15,000 shall be approved by City Council.

Previous Council Actions – On September 19, 2016, the City Council adopted a resolution declaring a shelter crisis within the City of Pomona. On November 21, 2016, the City Council approved the purchase of property located at 1400 E. Mission with the intent to build a year-round homeless shelter. On May 1, 2017, City Council awarded a contract to LeSar Development Consultants to provide programmatic development services for the Homeless Service Center for an amount not to exceed \$20,000. On December 18, 2017, City Council awarded a sole source contract to LeSar Development Consultants for Professional Services related to developing components of the Measure H Homeless Initiative City Plan for an amount not to exceed \$37,000.

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EXECUTIVE SUMMARY:

In an effort to ensure that there is funding available for program related expenses in the operation of the Homeless Service Center (HSC), staff is requesting an appropriation of \$100,000 in Housing Authority Admin Fund Balance (Fund 249). Also, to ensure that the City has a solid data collection strategy, reporting mechanisms, effective coordination of site partners, alignment of operations with best practices, and support with monitoring and securing ongoing funding, staff is recommending an award of contract to LeSar Development Consultants (LDC) to continue to assist the City in these endeavors in the amount of \$25,000. This contract award is included in the appropriation of the \$100,000.

DISCUSSION

As the City moves towards the opening of the Homeless Service Center (HSC) the need to provide funding for miscellaneous program expenses has become apparent. Items such as partner training, promotional materials, program set-up costs and other expenses not always covered by grant funds awarded for operations, need to be funded to ensure a successful start-up of the HSC. Housing Authority Admin Funds can be used to meet such expenses, as they are not restricted to specific funding allocations and can be used in the operation of Housing Authority programs, such as homeless services. The Housing Authority Admin Fund currently has a fund balance that can be appropriated for use in the FY 2018-19 Operating Budget.

In addition, to ensure that the City is prepared to collect a variety of information from the operation of the HSC site, set up reporting mechanisms that will assist us in measuring success, operate collectively with identified site partners in alignment with best practices, and continue to secure continued operational funding, staff is recommending a continued partnership through a contract with LeSar Development Consultants (LDC) for \$25,000 to help accomplish these things. From the beginning of the HSC project, LDC has been a partner with the City in the development of the site and programming components, the selection of site partners, the creation of our Enhanced Strategic Plan to Address Homelessness as submitted to Los Angeles County, and several applications for grant funding. LeSar has been an integral part of ensuring that the HSC will incorporate best practices and meet the needs of those who are unsheltered. Because the City has declared an Emergency Shelter Crisis, and because of the time sensitivity of this project, it is imperative to utilize a company who has previously worked in and assisted the City of Pomona to facilitate program implementation and evaluation.

As part of part of the new professional services contract, LDC will:

- Develop a partner consent form with protocols for case conferencing
- Create protocols for collecting data to understand the effectiveness of the HSC
- Analyze and interpret HSC Data
- Review the site operations policies and procedures to ensure best practices are adhered to in implementation
- Assist in the development of a Site Partner Agreement
- Monitor federal, state, and local funding opportunities, including both public and private

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Attachments - Resolution

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