



## AGENDA REPORT

**Meeting Date:** October 21, 2014  
**Item Number:** D-16  
**To:** Honorable Mayor & City Council  
**From:** Noel Marquis, Assistant Director of Administrative Services - Finance  
**Subject:** **APPROVALS RELATED TO VARIOUS CITY PURCHASING AND BUDGET TRANSACTIONS AS DESCRIBED HEREIN**  
**Attachments:** 1. AGREEMENT

---

**ITEM A. APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND STEP UP ON SECOND FOR HOMELESS OUTREACH AND STABILIZATION TEAM IN SUPPORT OF CITY'S CHANGING LIVES AND SHARING PLACES ("CLASP") PROGRAM FOR COMMUNITY ASSISTANCE FUNDS; AND,**

**APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$60,000 FOR SERVICES DESCRIBED**

### **RECOMMENDATION**

Staff recommends City Council move to approve an agreement with Step Up On Second to provide resources to the CLASP team and approve a purchase order in a not to exceed amount of \$60,000.

### **INTRODUCTION**

Step Up on Second is a nationally recognized social service agency that delivers compassionate support to people experiencing serious mental illness to help them recover, stabilize, and integrate into the community. The agreement extends City of Beverly Hills' existing homeless services by leveraging the Beverly Outreach & Support Services (BOSS) team for mental health assessment and the Homeless Outreach Team (HOST) program services with the fiscal year goal of housing five individuals who are currently homeless in Beverly Hills. In addition to facilitating access to affordable housing for five homeless individuals, the HOST program will provide post-housing support services including case management, life skills development and psychiatric support for medication.

**DISCUSSION**

The CLASP program, established in 2008, is the foundation of Beverly Hills social service safety net for homeless individuals challenged by serious and persistent mental illness. The outreach team is field-based and spends their time engaging individuals who are long-term homeless in Beverly Hills' as well as individuals new to the area, before they anchor in the City's streets and parks.

Local residents and businesses continue to express concern about the impact of homelessness on the City's quality of life; individuals living outside use public parks, public bathrooms and public-right-of ways in a manner that can impede access, cleanliness and usability for the community-at-large. The CLASP program is a way for the City to balance the needs of all community members including those who require supportive services to recover and stabilize by providing outreach, engagement and transitional housing for homeless individuals in Beverly Hills.

**FISCAL IMPACT**

Funds have been budgeted and are available for this purpose.

  
Noel Marquis  
Approved By

# **Attachment 1**

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS  
AND STEP UP ON SECOND FOR HOMELESS OUTREACH  
AND STABILIZATION TEAM IN SUPPORT OF CITY'S  
CHANGING LIVES AND SHARING PLACES ("CLASP")  
PROGRAM FOR COMMUNITY ASSISTANCE FUNDS

THIS AGREEMENT is made and entered into in the City of Beverly Hills by and between the City of Beverly Hills, a municipal corporation ("City"), and Step Up on Second ("Recipient").

RECITALS

WHEREAS it is City's intent to fund programs and services that benefit the residents of the City of Beverly Hills and programs that represent City's commitment to contribute to regional social and human services efforts;

WHEREAS, City desires to provide community assistance funds for fiscal year 2014-2015 to continue to support the operation within the City of a valuable human services entity that provides outreach services and support for chronically mentally ill homeless individuals.

WHEREAS, Recipient is a non-profit community mental health provider dedicated to long term support of people in recovery and their families, offering quality housing, educational, social and work experience ("Project").

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto, it is agreed as follows:

Section 1. Fund Authorization. City authorizes the sum of Sixty Thousand and no/100ths Dollars (\$60,000) to be paid to Recipient for the fiscal year 2014-2015. Payment shall be made to Recipient in the amount of Fifteen Thousand and no/100ths Dollars (\$15,000) upon execution of this Agreement. Three additional payments of Fifteen Thousand and no/100ths Dollars (\$15,000) will be paid on October 1, 2014, January 1, 2015 and April 1, 2015 if Recipient complies with the terms of this Agreement.

Section 2. Use of Funds. Recipient shall use the community assistance funds to extend existing homeless services through leveraging the licensed mental health professional on the Beverly Outreach & Support Services ("BOSS") team for mental health assessment professional Homeless Outreach and Stabilization Team ("HOST") Program services with the goal of housing five individuals who are currently homeless in Beverly Hills. The HOST Program provides healthcare professionals working part-time within City limits to evaluate assess and refer for services those identified as homeless and/or in need of community mental health support services. In addition to facilitating permanent supportive housing for four homeless individuals, the HOST Program will provide post-housing support services including case management, life skills development and psychiatric support for medication.

Section 3. Reports. Recipient shall furnish comprehensive quarterly reports to the Human Services Administrator (hereinafter "Administrator") on a form provided by City

as to the progress of the Project, including an accounting of specific Project activities, changes to the Project, and the benefits of the Project to residents, visitors and/or employees of the City. The first report shall be furnished to the Administrator on October 1, 2014; the second report is due on January 1, 2015. The third report on April 1, 2015 and the last report shall be furnished on July 1, 2015.

Section 4. Assignments. This Agreement shall not be assigned by Recipient without the written consent of City.

Section 5. Independent Contractor Relationship. At all times during the term of this Agreement, Recipient shall be an independent contractor and Recipient, its officers, employees and agents shall not be employees of City.

Section 6. Termination. The term of this Agreement shall be twelve (12) months commencing the date and year this Agreement is executed, unless terminated earlier or extended as provided herein. City or Recipient may terminate this Agreement, without cause, upon thirty (30) days written notice.

Section 7. Entire Agreement. This Agreement represents the entire integrated agreement between City and Recipient, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Recipient.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 2014, in the City of Beverly Hills, California.

“City”  
CITY OF BEVERLY HILLS  
A Municipal Corporation

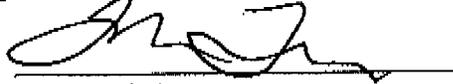
\_\_\_\_\_  
LILI BOSSE  
Mayor of the City of Beverly Hills, California

ATTEST:

\_\_\_\_\_  
BYRON POPE  
City Clerk

"Recipient"  
STEP UP ON SECOND  
a non-profit corporation

By:



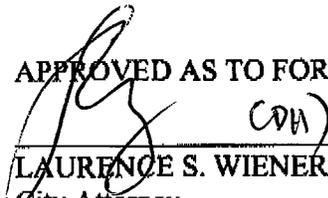
TOD LIPKA  
Chief Executive Officer

By:



KIM CARSON  
Chief Financial Officer

APPROVED AS TO FORM



(CDM)

---

LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

---

JEFFREY C. KOLIN  
City Manager



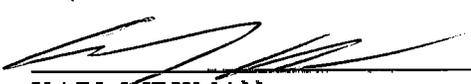
---

STEVEN ZOET  
Director of Community Services



---

JAMES LATTI, L.C.S.W.  
Human Services Administrator



---

KARL KIRKMAN  
Risk Manager