



## SAN BENITO COUNTY AGENDA ITEM TRANSMITTAL FORM

### BOARD OF SUPERVISORS

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Item Number: 19.

MEETING DATE: 11/22/2016

DEPARTMENT: HEALTH AND HUMAN SERVICES AGENCY

DEPT HEAD/DIRECTOR: James A. Rydingsword

AGENDA ITEM PREPARER: Enrique Arreola

SBC DEPT FILE NUMBER: 130

#### SUBJECT:

#### HEALTH AND HUMAN SERVICES AGENCY - J. RYDINGSWORD

Approve the sublease between the Farm Labor Association and the San Benito County Health & Human Services Agency for the operations of the Winter Warming Shelter for an amount of \$85,055.00 for the period of December 3, 2016 through March 31, 2017; and authorize the Director of HHSA to sign said sublease and any amendments pertaining to said sublease; and approve contract between the County and the Farm Labor Association and with First Alarm Security & Patrol, Inc. for the 2016/2017 Warming Shelter for the period of December 1, 2016 through March 31, 2017, in the amount of \$38,924.00. Approved budget adjustment for shelter operations, \$306,700.00.  
SBC FILE NUMBER: 130

#### AGENDA SECTION:

REGULAR AGENDA

#### BACKGROUND/SUMMARY:

On October 25, 2016, the board approved HHSA, Community Services & Workforce Development (CSWD) to implement the Winter Warming Shelter in anticipation cold and rainy winter months and to protect our homeless community by providing shelter, meals and support services. The program will be operated from December 3, 2016 through March 31, 2017. The County will lease up to 10 rooms from the Farm Labor Association (FLA) to serve up to 40 homeless individuals at the San Benito Migrant Labor Camp. If there is an overflow, additional rooms will be made available.

There is a need to enter in to contract for the use of the premise with the Farm Labor Association (FLA) and with First Alarm Security & Patrol, Inc. to provide security guard services for the duration of the program. The contract with the FLA is for the use of the facility which

includes the rental of 10 rooms, the use of the kitchen and restrooms. The total lease amount for the use of the rooms is \$35,700.00. The FLA will be providing the meals for up to 40 clients per day. The meals will include breakfast, lunch and dinner for the duration of the program for an amount of up to \$44,000. In addition, the FLA will provide janitorial services to maintain the restrooms in a clean and sanitary condition for the duration of the program for an amount of up to \$5,355.00. The total contract amount with the FLA is for a maximum of \$85,055.

There is also a need to secure Security Guard services. An RFP was released in early October with three bids being submitted before its due date. The successful bidder is First Alarm Security & Patrol, Inc. for an amount of \$38,924.00. Security services will be provided for the duration of the program starting at 4:30 p.m. until 9 a.m. First Alarm Security & Patrol, Inc. was selected based on the successful completion of their proposal, meeting all of the guidelines, their experience and for being the lowest bidder.

The Winter Shelter program was not included in the requested budget due to timing of budget submission and unknown funding factors. At this time HHSA has confirmed funding from the Emergency Shelter grant for \$100,000 towards shelter costs and \$90,000.00 towards Rapid Rehousing; the City of Hollister for \$25,000.00; County Medical Services Program (CMSP) grant for \$75,000.00. The budget adjustment increases revenues by these amounts and increases expenditures for both the Winter Warming Shelter and Rapid Rehousing programs (\$306,700.00).

**BUDGETED:**

No

**SBC BUDGET LINE ITEM NUMBER:**

221.80.2285 and 240.80.2555.2820

**CURRENT FY COST:**

\$306,700

**STAFF RECOMMENDATION:**

1. Approve the sublease between the Farm Labor Association and the San Benito County Health & Human Services Agency for the operations of the Winter Warming Shelter for an amount of \$85,055.00 and authorize the Director of HHSA to sign said sublease and any amendments pertaining to said sublease;
2. Approve the contract with First Alarm Security & Patrol, Inc. for the Winter Warming Shelter for an amount not to exceed \$38,924.00 and authorize the Director of HHSA to sign said contract and any amendments pertaining to said contract.
3. Approve budget adjustment to increase revenue and expenditures by \$306,700.00 for Winter Warming Shelter operations and Rapid Rehousing programs.

**ADDITIONAL PERSONNEL:** No**BOARD ACTION RESULTS:**

Approved per staff recommendation. (4/0 vote) Supervisor Rivas absent.

**ATTACHMENTS:**

Description	Upload Date	Type
First Alarm Contract	11/3/2016	Standard Contract
FLA Sublease Agreement	11/3/2016	Contract
City of Hollister Confirmation	11/9/2016	Backup Material
ESG Confirmation	11/9/2016	Backup Material
Warming Shelter Budget - Updated	11/9/2016	Backup Material
Budget Adjustment	11/10/2016	Budget Adjustment/Transfer Form

**REVIEWERS:**

Department	Reviewer	Action	Date
Health and Human Services Agency	Arreola, Enrique	Approved	10/31/2016 - 7:07 PM
Health and Human Services Agency	Larca, Cynthia	Approved	11/10/2016 - 4:05 PM
Health and Human Services Agency	Valencia, Irma	Approved	11/10/2016 - 4:15 PM
Health and Human Services Agency	Arreola, Enrique	Approved	11/10/2016 - 4:45 PM
Health and Human Services Agency	Valdez, Louie	Approved	11/14/2016 - 6:29 PM
County Administration Office	Valdez, Louie	Approved	11/14/2016 - 6:29 PM

**Please Indicate Type:**

<input checked="" type="checkbox"/>	<b>Appropriation/Est. Revenue Increase</b> (Requires 4/5 Board of Supervisors Approval)
<input type="checkbox"/>	<b>Contingency Transfer</b> (Requires 4/5 Board of Supervisors Approval)
<input type="checkbox"/>	<b>Interdepartmental Transfer or Interobject Transfer&gt;\$25,000</b> (Requires Board of Supervisors Approval)
<input type="checkbox"/>	<b>Interobject Transfer&lt;\$25,000</b> (Requires Admin. and Auditor Approval)
<input type="checkbox"/>	<b>Intraobject Transfer</b> (Requires Auditor Approval)

Comments: Budget adjustments necessary for operation of Winter Warming Shelter and Rapid Re-Housing programs.

\$100K - ESG
25K - City of Hollister
75K - CMSP

**Approval by Board of Supervisors**

Attested: \_\_\_\_\_ Date \_\_\_\_\_

Clerk of the Board: \_\_\_\_\_ Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Budget Adjustment No: \_\_\_\_\_

Date Batch Input Completed: \_\_\_\_\_ By: \_\_\_\_\_